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*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

# NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, January 7, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of December 3, 2002.
Explanatory document: draft Minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: the New Year's Eve ceremonial Japanese Bell ringing cosponsored by the Library and the Asian Art Museum, the December 19th Bond Act Board meeting, exhibits and programs highlights, the ULC Executive Leadership Institute, and information concerning a Library/SF Museum Exhibits Partnership grant

3. LIBRARY 2003/04 BUDGET — ACTION
Presentation of and discussion of and possible action to approve a proposed 2003/04 Budget
Explanatory documents: draft 2003/04 budget documents.

4. MAIN LIBRARY PLAQUES — DISCUSSION
Presentation of and discussion of a proposal to create commemorative plaques to be located in the Larkin Street entrance of the Main Library to honor those who made significant contributions in the decades long effort to build the new Main Library.

5. ELECTION OF COMMISSION OFFICERS FOR 2003 — ACTION
(This item is to allow Commissioners to nominate themselves or fellow commissioners for the offices of President or Vice President for 2003 and elect those officers.)
Discussion of and possible accepting of nominations and action to elect a President and Vice President of the Library Commission for 2003.

## AN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

### Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

### San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary 1/9/01

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## 6. FRIENDS AND FOUNDATION REPORT — DISCUSSION

(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

## 7. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

## 8. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

## 9. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

## 10. ADJOURNMENT (requires motion and public comment) — ACTION

1/2/03 - M.Housh, Commission Secretary5

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*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

November 26, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

**RE: 2003-04 BUDGET PLANNING STATUS REPORT**

The Mayor's budget instructions for 2002-03 and 2003-04 were received on November 25, 2002. Departmental budgets are due to the Controller by February 21, 2003. The budget instructions are based on the following:

- The City's current year budget was in part balanced through a combination of one-time and ongoing solutions that assumed economic recovery during 2002-03 would result in revenue growth that would supplant the one-time fixes. The economy is not recovering and General Fund revenue losses in the current fiscal year are estimated at $20 million.
- The budget year (2003-04) deficit is estimated at $150 million – the result of a failing economy, revenue losses, and increasing costs. Of significance, the projection does not include the impact of additional reductions in State funding or the cost of salary increases yet to be negotiated with the City's employee unions. State impacts are unknown at this time and the Mayor's Office estimates that each 1 percent increase in salary will add $14 million to the shortfall. Consequently a 2% salary increase would add $28 million to the projected shortfall of $150 million.
- Total shortfall projected over 18 months – December 2002 through July 2004 – currently estimated at $170 million.
- Budget reductions are necessary to balance the budget.

**General Budget Instructions**

Departments are instructed to:

1. Reduce General Fund spending in the current year by 3% and to submit to the Mayor by December 9th a plan on how the three percent savings will be achieved. Departments will have their General Fund allocations reduced by 3%.
2. Use the revised current year General Fund revenue budget (current year less 3% General Fund) as their General Fund revenue base for 2003-04.
3. Absorb increases in baseline costs expected in 2003-04 with 3% less funding. This includes the cost of known salary and benefit increases, annualized costs, and the restoration of retirement

contributions paid by some employees in the current year. No additional funds will be provided to departments to cover baseline cost increases. The Mayor's Office estimates that absorbing these costs translates into an additional 4% reduction in spending.

4. Prepare a contingency plan to further reduce General Fund support by 5%. The Mayor's Budget Office estimates that cutting the current year budget, reducing revenue baselines for 2003-04 to current year revised levels, and absorbing baseline budget cost increases with fewer dollars will offset $100 million of the projected $170 million shortfall. To fully close the gap, departments are instructed to prepare and submit their contingency plans along with the proposed budget by February 21, 2003.

5. Undertake a strategic review of all services and programs. The review will facilitate decisions departments must make to develop balanced budgets. Departments must quantify service costs; separate mission-critical or mandated services from services that may be discretionary; and identify emerging issues and program changes that could have future budget impact.

**How do instructions apply to the Library?**

Attachment A summarizes the revenue and budget changes for 2002-03 and 2003-04 described below. With respect to the Library:

Current Year – 2002-03

1. The Library's share of the $20 million current year General Fund reduction is approximately $400,000. This is 2% of the $20 million. However, because property tax allocations received under the Charter are expected to increase by an estimated $400,000, there is no net change in the Library's revenue base and consequently no need to reduce spending in the current year.

2. Over the first quarter of the fiscal year, very few requisitions to fill vacant budgeted positions at the Library have been approved by the Mayor's Office. Requisitions have not been approved because of projected deficits in our salary and fringe budget unrelated to the revenue shortfalls. Contributing to the projected deficit are: 1) the half-percent increase in the Library's budgeted attrition savings rate recommended by the Budget Analyst and adopted by the Board of Supervisors when they approved the Library's 2002-03 budget; and, 2) the practice of assigning additional hours to part-time staff primarily in the Branch Library System and Main Library that brought people above their budgeted requisition level. The additional hours assigned translate into costs that are not provided for in the budget. To mitigate potential deficits, the Library will bring all employees assigned extra hours down to their budgeted requisition levels in January 2003. Reducing hours to budgeted requisition levels is a cost-avoidance measure that will bring spending in-line with the budget, eliminate projected deficits, and allow the Library to more routinely hire people when vacancies occur.

Budget Year – 2003-04

1. There will be no growth in Library revenue in 2003-04. As instructed, we will use the Library's revised current year revenue base as our revenue base for 2003-04.

2. At current service and staffing levels, the cost of service will increase. The Library's baseline costs are estimated to increase by $1.069 million. Attachment B contains a summary of the 2003-04 baseline cost adjustments.

3. Our estimate includes a 2% general salary increase of $780,000 effective July 1, 2003. All bargaining unit contracts between the City and its employees expire on June 30, 2003 and we won't know until at least April 2003, the outcome of negotiations. Because we are required to absorb all baseline cost increases within our revenue base, it is prudent to account for this significant cost in our planning now.

4. The combination of flat revenue and increases in the Library's baseline budget result in a projected deficit of $1.069 million in 2003-04. The budget we submit to the Mayor in February must be balanced which means that we must cut costs by $1.069 million.

5. Cutting current year budgets by 3%, rolling the cut forward into 2003-04, and absorbing baseline cost increases with 3% less funding, leaves a remaining shortfall of $70 million in 2003-04. To close this gap, departments are directed to submit a plan to the Mayor for an additional 5% cut in General Fund support. For the Library, this is $1.536 million and is in addition to the $1.069 million cut we include in the budget. Planned reductions total $2.605 million – $1.069 million to be included in the budget and $1.536 million submitted as a contingency.

As reported previously, the Board of Supervisors is considering legislation that requires the Mayor to submit a budget to the Board earlier than currently required. Notwithstanding the proposed legislation, the Mayor has instructed departments to submit their 2003-04 budgets to the Controller by February 21, 2003.

Our planning assumed that we would submit a budget to the Controller in January, that the Commission would review proposed reductions in December, and take final action on the Library's budget in January. Because of the schedule change, budget reduction proposals will be presented to the Commission in January and final action on the Library's budget could be taken at subsequent meetings in January or February 2003.

You can call me at (415) 557-4248 if you have questions before the December 3rd meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen Lucey, Budget Officer

PUB LIBRARY
FY 2003-04 REVENUE AND BUDGET ESTIMATES

# ATTACHMENT A

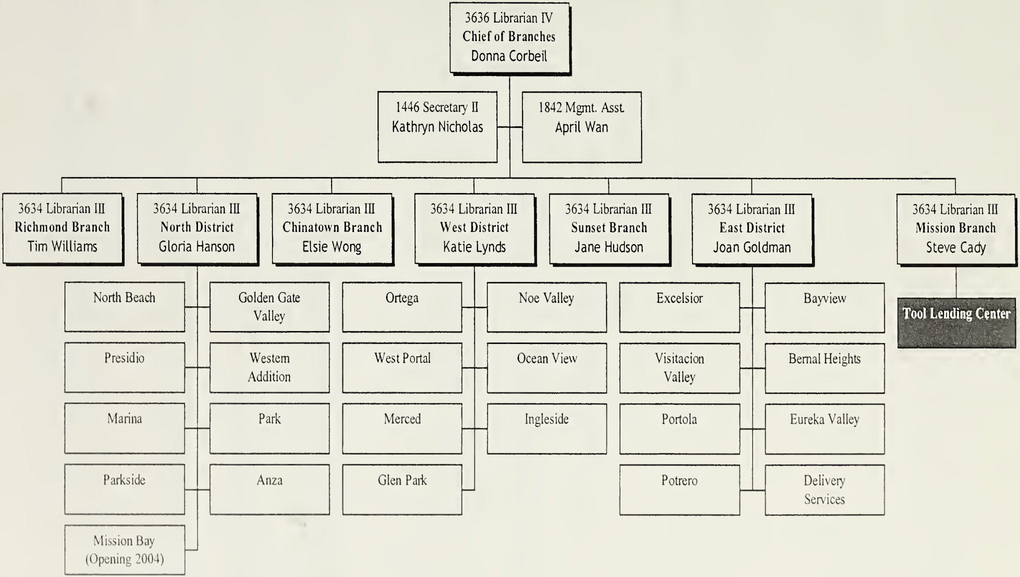
| **2002-03** | **Base** | **Change** | **Total** |
|---|---|---|---|
| **Sources** | | | |
| Gen Fund | $ 31,134,097 | $ (400,000) | $ 30,734,097 |
| Prop Tax | $ 22,390,000 | $ 400,000 | $ 22,790,000 |
| **Total** | **$ 53,524,097** | **$ -** | **$ 53,524,097** |
| **Budget** | | | |
| **Base** | **$ 53,524,097** | **$ -** | **$ 53,524,097** |
| | $ - | $ - | $ - |
| | $ - | $ - | $ - |
| | $ - | $ - | $ - |
| | $ - | $ - | $ - |
| | $ - | $ - | $ - |
| | $ - | $ - | $ - |
| | $ - | $ - | $ - |
| | $ - | $ - | $ - |
| | $ - | $ - | $ - |
| | $ - | $ - | $ - |
| | **$ 53,524,097** | **$ -** | **$ 53,524,097** |
| **VARIANCE** | $ - | $ - | $ - |

| **2003-04** | **Baseline Budget** | **5% Contingency Reductions** | **Revised** |
|---|---|---|---|
| **Sources** | | | |
| Gen Fund | $ 30,734,097 | $ (1,536,705) | $ 29,197,392 |
| Prop Tax | $ 22,790,000 | $ - | $ 22,790,000 |
| **Total** | **$ 53,524,097** | **$ (1,536,705)** | **$ 51,987,392** |
| **Budget** | | | |
| **Base** | **$ 53,524,097** | **$ -** | **$ 53,524,097** |
| Onetime Adj. | $ (492,867) | $ - | $ (492,867) |
| Annualized Costs (MOU) | $ 48,800 | $ - | $ 48,800 |
| Annualized Costs (FTE) | $ 44,875 | | $ 44,875 |
| Retirement Add-back | $ 110,732 | $ - | $ 110,732 |
| Attrition Adj. | $ 194,784 | $ - | $ 194,784 |
| Step M | $ 57,875 | $ - | $ 57,875 |
| Rent Increases | $ 18,000 | | $ 18,000 |
| Work Order (5%). | $ 69,642 | | $ 69,642 |
| Bldg/Equip Maint (5%) | $ 40,554 | | $ 40,554 |
| SSC - 190-9th | $ 196,366 | $ - | $ 196,366 |
| | **$ 53,812,858** | **$ -** | **$ 53,812,858** |
| **VARIANCE** | **$ (288,761)** | **$ (1,536,705)** | **$ (1,825,466)** |
| **Unknown Costs** | | | |
| MOU COLA (est 2%) | $ 780,000 | $ - | $ 780,000 |
| | | $ - | $ - |
| **TOTAL VARIANCE** | **$ (1,068,761)** | **$ (1,536,705)** | **$ (2,605,466)** |

# ATTACHMENT B
# DESCRIPTION OF 2003-04 BASELINE BUDGET ADJUSTMENTS

| | | |
|---|---|---|
| One-time Adjustments | Reduction for items budgeted in FY 2002-03 that by definition are non-permanent or non-recurring. This includes all funds budgeted in the current fiscal year for equipment, facilities maintenance projects, capital and building repair projects, and technology upgrades. In FY 2002-03, the Library budgeted $1,784,768 for one-time cost items – including $600,000 to purchase and install a new integrated library system. Of the $1.785 million budgeted, $492,867 came from baseline Prop E allocations and $1,291,893 came from the Library Preservation Fund reserve. | - $492,867 |
| Annualized Costs (MOU) | This adjustment annualizes the cost of MOU salary increases for Library employees that took effect after July 1, 2002. The current year budget provides funding to cover the cost from the effective date of the increase to the end of the fiscal year. For example, if a salary adjustment was effective on October 1, 2002 the current year budget has funding for only 9 months. This adjustment adds dollars to the 2003-04 budget to cover the remaining 3 months that are not in the base budget. This adjustment affects MEA and trade union employees. | $48,800 |
| Annualized Costs (FTE) | This adjustment annualizes the cost of new positions that are only partially funded in FY 2002-03 because their effective dates occurred after July 1, 2002. City budget policy is to budget all new positions with effective dates of October 1. This adjustment adds dollars to the budget for the months that are not in the base budget. This adjustment annualizes the cost of a 3632 Librarian II (Mission Bay) that had an effective date of January 1, 2003; and a 3616 Librarian Technician in Technical Services that had an effective date of October 1, 2002. | $44,875 |
| Retirement Add-Back | Estimated cost of restoring the budget for retirement benefits for employees who agreed to pay 2.75% of their salary towards the City's contribution to the retirement program in the current fiscal year. Also includes a 1% increase to base salaries effective July 1, 2002 for employees that participated in the program. | $110,732 |
| Attrition Savings Adjustment | Estimated cost of reducing the Library's budgeted attrition savings requirement from 4.9% to 4.4%. On the recommendation of the Budget Analyst, the Board of Supervisors increased the Library's budgeted attrition rate by 0.5% in FY 2002-03. The higher attrition savings requirement is causing operational and service problems and forcing the Library to hold positions vacant longer than usual to achieve savings and avoid deficits. | $194,784 |
| Salary Step Increases (Step M) | Estimated cost of annual salary step adjustments for employees who are not at the top step of their salary range. Also includes funds for salary driven fringe benefits (OASDI, retirement, and unemployment insurance). | $57,875 |
| Rent Increases | CPI lease adjustments for Glen Park, Ingleside, Portola, and Visitacion Valley Branch Libraries. | $18,000 |
| Work Orders | Estimated cost of covering increases in services provided the Library by other City Departments. Also includes funds to cover increases in workers compensation payments (paid through a work order with DHR). Reflects a 5% increase to base budget work orders. | $69,642 |
| Bldg/Equipment Maintenance | Estimated cost of covering increases building and equipment maintenance contracts. Reflects a 5% increase to base budget service/maintenance contracts. | $40,554 |
| Support Services Center | Cost of operating the Support Services Center located at 190-9th Street. Includes funds for 1.5 FTE, building maintenance supplies and materials, and utilities. | $196,366 |
| MOU General Salary Increases | Estimated cost of a 2% general salary increase. MOUs between the City and employee bargaining units expire 6/30/03. New contracts are being negotiated and costs will not be known until at least April 2003. Each 1% increase in salaries will cost the Library approximately $390,000. | $780,000 |
| | | |
| TOTAL | | $ 1,068,761 |

# Branch Division
# Organization Chart
## (effective 7/1/02)



- 3636 Librarian IV<br>**Chief of Branches**<br>Donna Corbeil
  - 1446 Secretary II<br>Kathryn Nicholas
  - 1842 Mgmt. Asst.<br>April Wan
  - 3634 Librarian III<br>**Richmond Branch**<br>Tim Williams
  - 3634 Librarian III<br>**North District**<br>Gloria Hanson
    - North Beach
    - Presidio
    - Marina
    - Parkside
    - Mission Bay (Opening 2004)
    - Golden Gate Valley
    - Western Addition
    - Park
    - Anza
  - 3634 Librarian III<br>**Chinatown Branch**<br>Elsie Wong
  - 3634 Librarian III<br>**West District**<br>Katie Lynds
    - Ortega
    - West Portal
    - Merced
    - Glen Park
    - Noe Valley
    - Ocean View
    - Ingleside
  - 3634 Librarian III<br>**Sunset Branch**<br>Jane Hudson
  - 3634 Librarian III<br>**East District**<br>Joan Goldman
    - Excelsior
    - Visitacion Valley
    - Portola
    - Potrero
    - Bayview
    - Bernal Heights
    - Eureka Valley
    - Delivery Services
  - 3634 Librarian III<br>**Mission Branch**<br>Steve Cady
    - **Tool Lending Center**

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

December 30, 2002

To: Library Commissioners
Susan Hildreth, City Librarian

Fr: George Nichols, Finance Director

**RE: Budget Planning Report – FY 2003-04 Budget Recommendations**

This report contains three recommendations regarding the Library's FY 2003-04 budget.

1. **Approve the Library's baseline budget and baseline adjustments.** Baseline adjustments have been discussed previously with the Commission and are outlined again in this report.

2. **Approve one-time budget proposals funded by reserve balances in the Library Preservation Fund (LPF).** An analysis of the LPF reserve balance and a description of one-time funding proposals are outlined in this report.

3. **Approve the Library's contingency reduction plan.** The Library is required by the Mayor to submit a contingency reduction plan equal to 5% of estimated General Fund ($1.6 million). The plan is to be submitted separately from the budget we provide the Mayor in February. Contingency reductions will not be incorporated into the budget unless revenue falls below current projections or costs exceed current estimates.

***Updated Revenue Estimates Received***

On December 6, 2002 we received the Controller's revised General Fund (GF) revenue forecast for the current year (2002-03) and budget year (2003-04). The Controller's latest projection indicates that revenue allocable to the Library under City Charter Section 16.109 is better than assumed or planned based on direction received prior to December 6th. According to the Controller's latest revenue forecast:

1. ***The Library will not have to cut costs in the current fiscal year.*** The GF baseline allocation required by the Charter is slightly higher than the amount appropriated to the Library in the Annual Appropriation Ordinance (AAO) for 2002-03.

2. ***The Library will not have to cut its budget to cover estimated baseline budget cost increases in 2003-04.*** The GF baseline requirement projected by the Controller is $1.2 million higher than the amount appropriated in the current year and is sufficient to cover anticipated increases in our baseline budget.

Although the Library will not have to cut its budget to cover baseline cost increases, it still must prepare a 5% contingency reduction plan. Based on a GF forecast of $32.354 million, the Library has prepared a reduction plan totaling $1.6 million. The plan, once approved by the Commission, will be submitted to the Mayor with our proposed 2003-04 budget. Contingency reductions will be incorporated into the budget only if revenue falls below current projections or if baseline costs increase over current estimates. Decisions to incorporate reductions in the

budget will be made in April or May 2003 and will be dependent on the Controller's nine-month revenue forecast prepared in May and on the outcome of collective bargaining.

### *Library Revenue: City Charter Section 16.109*

The Controller is currently projecting a $1.220 million increase in General Fund allocations for 2003-04 over the amount appropriated in the current year. General Fund is projected to increase 3.9% from $31.134 million to $32.354 million. Property tax allocations are currently projected to increase $400,000 over the amount appropriated in the current year. Property tax dollars will increase 1.8% from $22.390 million to $22.790 million. Total revenue received under the Charter requirement will increase by 3% or $1.620 million – from $53.524 million to $55.144 million. Estimated revenue changes are summarized on Attachment A.

### *Library Baseline Cost Adjustments*

Excluding negotiated general salary increases which are unknown at this time the Library's baseline budget is expected to increase by $432,000 – from $53.524 million to $53.956 million (0.8%). Assuming up to a 3% negotiated general salary increase, the Library's baseline budget would increase by an additional $1.170 million – from $53.956 to $55.126 million (2.2%). Each 1% increase in salaries is equal to approximately $390,000 in salaries and related fringe benefits. The Mayor has stated that there are no dollars in 2003-04 for salary increases; however, given direction to absorb all baseline cost increases within our revenue base, we believe it prudent at this time to set funds aside for this purpose. Based on the Controller's current revenue forecast, the Library would have sufficient funds to cover baseline increases including a negotiated general salary increase up to 3%. Baseline budget adjustments are summarized on Attachment A.

If negotiated salary increases are less than 3%, the Library's baseline budget would actually be less than projected revenue and additional items could be added or funded. As a first priority, the Library would recommend increasing the book budget by 3% consistent with the increase in revenue. The Library has prepared Budget Change Concepts (new funding proposals) that could be included in the budget if revenue is available to support them. These proposals are in addition to programs and activities funded in the baseline budget and would be added only after discussion and approval by the Library Commission.

New funding proposals will not be included in the budget submitted to the Mayor in February. We plan to present recommendations on budget augmentations to the Library Commission in a subsequent meeting. We expect to know whether we can add items to the budget in April or May 2003. Decisions will hinge on the outcome of collective bargaining and the Controller's nine-month revenue forecast issued in May 2003.

### *Library Preservation Fund Reserves*

Library Preservation Fund reserves currently total $3.532 million. This is 6.4% of estimated revenue. It is Commission policy to maintain a reserve of at least 3%. A 3% reserve is $1.654 million. Assuming we maintain a 3% reserve, $1.878 million could be budgeted for one-time projects not funded in the baseline budget. We propose budgeting $1.417 million from the reserve to cover the 2nd year cost of the new integrated library system ($545,000); to purchase a new delivery truck for the materials distribution program ($40,000); continue funding for the Branch Library Maintenance and Repair Program ($200,000) and the final year of the Branch Library Telephone System Replacement Project ($270,000); continue funding of the PC replacement program ($300,000); and to fund equipment and start-up services for the new Support Services Center ($62,300). Funding these items from the reserve would leave a balance of $2.115 million – 3.84% of estimated revenue in 2003-04. This analysis is also summarized on Attachment A.

### *Contingency Reduction Planning*

The Library initially prepared $2.6 million in reductions based on revenue projections received prior to December 6th. Reduction proposals were prepared on the assumption that revenue allocations made to the Library in 2003-04 under Charter Section 16.109 would not increase from current year levels and that cost increases anticipated in 2003-04 would have to be absorbed within this revenue base. As instructed by the Mayor, we prepared reduction

proposals totaling $1.1 million to align estimated baseline costs (which are increasing) with estimated revenue (which the Controller estimated would remain flat); and $1.5 million in contingency reductions. Given the City Controller's revised revenue forecast it will not be necessary to cut the budget to accommodate baseline cost increases. The Library will be able to cover baseline cost increases within its projected revenue base.

The Library however, is still required by the Mayor to prepare a contingency reduction plan equal to 5% of its projected General Fund. Based on a General Fund forecast of $32.354 million a 5% reduction is equivalent to $1.6 million. Contingency reductions are summarized on Attachments B.1 (by priority) and B.2 (by division). As indicated, reductions will not be incorporated into the proposed budget we submit to the Mayor in February. They could however, be incorporated after the budget is submitted if revenue falls below current projections or if baseline costs exceed current estimates.

Budget cuts of this magnitude will impact to some degree services and programs offered by the Library. In developing its reduction plan, the Library endeavored to minimize impacts on direct public service; minimize impacts on mission-critical, core library services and programs; maintain capacity to care for its physical infrastructure; and to maintain the book budget.

### *Budget Reduction Planning Process*

Division Chiefs were tasked with identifying $2.6 million in reductions based on revenue projections provided by the Controller prior to December 6th and on in-house estimates of baseline cost increases[1]. Of the $2.6 million reduction, $1.1 million were necessary to align the baseline budget with projected baseline revenue; and, $1.5 million were contingency cuts that would be implemented only if revenue fell short of projections or costs were greater than estimated.

Each division was assigned a reduction target. Division targets were determined by prorating the cut ($2.6 million) among the divisions based on their current budget. This worked out to be 4.7% of each division's budget. The target was a minimum and Chiefs were asked to consider reductions that exceeded their targeted level in order to provide flexibility and discretion in decision-making. A total of $2.991 million in reduction proposals were submitted. Chiefs were instructed to propose cuts that would least impact public service or operations in their respective program areas.

Because the Controller's updated revenue forecast mitigates the need for reductions to cover baseline budget cost increases, reductions the Library prepared are significantly less than expected. This facilitated reduction planning as it broadened the pool of proposed cuts from which to choose and allowed the Library to prioritize reduction proposals based on the criteria described previously.

The City Librarian, the Deputy City Librarian, and the Finance Director reviewed the proposals prepared by each Chief and prepared a preliminary list of reduction priorities totaling $1.6 million. In preparing the list, the group was mindful of comments made by individual Commissioners regarding core vs. non-core services and programs.

The preliminary list developed by the City Librarian, the Deputy City Librarian, and the Finance Director was discussed with the Library's Management Team and revised based on their comments and additional discussions between the Chiefs and the City Librarian and the Deputy City Librarian. The list of priority reductions before the Commission is a product of this process.

### *Description of Reductions*

The Library's recommendations are made up of forty-four individual reductions that total $1,618,100. Personnel reductions total 15.62 FTE and $1,029,238 or 63.6% of the total reduction; and operating expense reductions total $588,862 or 36.4% of the total. The ratio of personnel reductions to operating expense reductions is not surprising. With close to 90% of the Library's budget committed to staff and books, cutting $1.6 million out of the budget will

require some reduction in staffing. Excluding the book budget, the proposed contingency reduction plan reflects a 10.2% reduction to the Library's operating expense budget. In contrast, the proposed reduction in personnel reflects only a 2.4% cut to the personnel budget.

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[1] Baseline Budget reflects the funding necessary to continue existing services and programs offered by the Library into the next fiscal year.

With regard to personnel reductions, of the 15.62 FTE:

- 9.75 FTE or 62.4% are currently filled positions and 5.87 FTE or 37.6% are vacant positions.

- 11.88 FTE are public service positions in the Main (7.88), Branch (2.0), or Children's Program (2.0). They include Librarian (6.0), Library Technician (2.0), Library Assistant (2.5), and Library Page (2.38) positions; 1.25 FTE are administrative positions; and, 2.49 FTE are support positions in Public Affairs (0.5), Technical Services (1.0), and Information Resource Management (1.0).

- The 15.62 FTE represents 2.5% of the Library's FTE base of 612.86.

With respect to operating expense reductions:

- The Library would eliminate $175,000 in grant funds budgeted for the Tool Lending Center; $131,776 in equipment and DRA system maintenance funds that won't be needed as services are covered by the contract with Innovative Interfaces for the new integrated library system; and, $13,745 for non-recurring internet service line charges. These items total $320,521, constitute 54.4% of operating expense reductions, and would not impact direct services or operations. With the exception of funding for the Tool Lending Center, the loss of these funds represents mainly a loss of opportunity to redirect these funds for other program uses.

- The balance of operating expense reductions totaling $268,341 (45.6%) will affect services or operations if implemented. Included in this group is $150,473 reduction to various materials and supply budgets, $92,888 reduction in equipment service and maintenance funds; $11,880 reduction in training funds; $7,500 reduction in travel funds, and $5,000 reduction in mailing and reproduction services.

With respect to reductions by program:

- As a percent of targeted reductions, Public Affairs and Administration had the highest percentage taken – 99.9% and 98%, respectively. These two divisions are followed by the Main (79.2%); Automation (66.5%); Children's (64.5%); Branch (60.4%); Technical Services (47.6%); Operations (44.4%); and, IRMO (24.7%).

- As a percent of division budget, Public Affairs and Administration take the biggest hits – 4.7% and 4.6% respectively. Public Affairs and Administration are followed by the Main (3.7%); Children's (3.1%); Automation (3.1%); Branch Libraries (2.9%); Operations (2.2%); Technical Services (2.2%); and IRMO (1.1%).

- As a percent of the total reduction, the Main Library and the Branch Library divisions take the largest cuts – $479,214 (29.6%) and $368,704 (22.8%), respectively. The Main and the Branch divisions are followed by Children's Programs $194,731 (12%); Operations $143,888 (8.9%); Administration $131,759 (8.2%); Automation $102,791 (6.3%); Technical Services $86,776 (5.4%); IRMO $60,000 (3.7%); and Public Affairs $50,237 (3.1%). Attachment C summarizes these statistics.

***Analysis of Proposed Contingency Reductions***

Given the magnitude of the potential reduction, service and operational impacts cannot be wholly avoided. If implemented, there would be fewer FTE providing service, fewer dollars for program materials and supplies, fewer dollars for equipment maintenance, and fewer dollars for training and business travel. Although impacts cannot be avoided, the staff's recommendations will least impact services and operations.

- **Main Library ($479,214):** Reductions in the Main Library are all personnel related. Excluding non-discretionary funds for equipment maintenance and contract funds for the Public Copy and Print Program, the Main Library has only $119,000 for discretionary program materials and supplies. Reductions to this budget are not feasible. Proposed FTE reductions in the Main would be mitigated through strategic redesign of first floor operations in conjunction with POE improvements and the move of Technical Services to the Support Services Center at 190 9th Street. This includes staff reductions at the A/V desk and listening stations (3.0 FTE) and in Borrower Services (1.0 FTE). Staff reductions in the Business/Science/Technology Center (1.0 FTE), General Collections (1.5 FTE), and the S.F. History Room (0.5 FTE), could be mitigated by increasing the number of hours individuals spend at a service desk or through the adjustment of work schedules. The proposed reduction in the Library for the Blind (0.38 FTE) would have no impact on the program, as tasks performed would be eliminated with implementation of the new integrated library system.

- **Branch Libraries ($368,704):** Reductions include funding for the Tool Lending Center ($175,000); program materials and supplies ($40,000); and 2.0 FTE ($153,704). FTE reductions in the Branch have been kept to a minimum. FTE reductions include 0.5 Librarian II for the new Mission Bay Branch Library – now expected to open in FY 2004-05; a full-time Librarian I floater; and a half-time Library Assistant I at the Mission Branch. The Branch Division currently has 10.3 floater FTE. The proposed reduction of 1.0 Librarian floater represents a 9.7% reduction in this workforce. The loss of a Librarian I floater and a half-time Library Assistant will result in incremental but not significant reduction in service. The reduction in materials and supplies represents a 27% cut to this budget – approximately $1,500 per branch. Branch allocations would decline from $5,700/branch to $4,200/branch.

- **Office of Children and Youth Services ($194,731):** Reductions include funding for equipment maintenance ($42,154) no longer needed with the implementation of the new integrated library system and 2.0 FTE ($152,557). FTE reductions have been kept to a minimum. Reductions include 1.0 Librarian I in the Main Library Children's Center and 1.0 Librarian I serving Juvenile Hall. The Juvenile Hall program is a non-core, non-traditional service that will be eliminated if reductions become necessary and coverage in the Children's Center would be addressed through scheduling adjustments.

- **Technical Services ($86,776):** Reductions include equipment maintenance ($20,576); materials and supplies ($12,600); and 1.0 FTE ($53,600). The reduction in equipment maintenance will not materially affect the program as maintenance is provided through the contract with Innovative Interface for the new integrated library system. The cut in funding for materials and supplies represents a 7.2% reduction to the division's materials and supplies budget and will result in a minor diminishment in purchasing ability. The FTE reductions will not materially affect operations.

- **Automation ($102,791):** Reductions include equipment maintenance ($69,046); data processing materials and supplies ($20,000); and Internet service charges ($13,745). Cutting equipment maintenance will not affect the program, as maintenance will be provided through the contract with Innovative Interface, Inc. for the new integrated library system. The loss of funds budgeted for Internet service charges have no impact as these funds were budgeted in the current year to cover a one-time cost. The reduction to the materials and supplies budget is a 9.8% cut that will reduce the budget from $203,000 to $183,000 and lead to a nominal loss of purchasing power.

- **Information Resource Management ($60,000):** Savings would be achieved by cutting a Librarian Technician I position in the Community Services Directory program. This program provides access to a directory of San Francisco-based community organizations and government services. Cutting this position would diminish the ability to maintain the database and the Library would explore the potential of other data aggregators to take over responsibility of the database.

- **Operations & Maintenance ($143,888):** Savings would be achieved by cutting building material and supplies ($14,000); equipment maintenance supplies ($41,000); equipment maintenance repair ($5,000);

and by modifying equipment maintenance contracts from annual service and maintenance agreements to time and materials agreements ($83,888). The reduction in building materials and supplies is a 6% cut that reduces this allotment from $221,000 to $207,000. The reduction in equipment maintenance supplies is a 24% cut that reduces the allotment from $169,000 to $128,000. Modifying equipment service maintenance contracts to time and material only is a 26% cut that reduces this allotment from $320,388 to $236,500. Reductions are manageable if they become necessary. All critical building systems and equipment (HVAC; Fire, Life, Safety; Elevators, etc.) will be maintained. However, cuts will in some cases result in slower response to routine maintenance requests.

- **Public Affairs ($50,237):** Reductions reflect a 4.7% cut in total spending for this program. Along with Administration, Public Affairs would take the largest percentage cut to its budget. Savings would be achieved by cutting a half-time Curator II position ($36,237); and by reducing funds for reproduction and mailing ($5,000); materials and supplies ($5,000); and equipment maintenance ($4,000).

- **Administration ($131,759):** Reductions reflect a 4.6% cut in total spending in this program. Along with Public Affairs, Administration would take the largest percentage cut to its budget. Savings would be achieved by cutting a Payroll Clerk position ($66,560) and a 0.25 Library Page position ($8,543); and by eliminating funds for reclassification of 2.0 Payroll Clerk positions ($10,534). Other savings would be achieved through reductions in overtime ($8,269); training ($11,880); travel ($7,500) and various materials, supplies, and services allotments ($18,473). Although, the most egregious cut would be the loss of a Payroll Clerk, the impact could be mitigated through the implementation of an on-line time-keeping system. Other reductions are manageable although they will result in less staff training, less business travel, and diminished purchasing power.

### *Reduction Proposals not Recommended*

A total of $2.991 million in reductions were prepared, reviewed, and prioritized by staff. Of this total, $1.373 million in suggested cuts are not being recommended, as they do not meet the criteria referenced previously in this report. The cuts we are not recommending would, we believe, more severely impact public service, significantly reduce our capacity to maintain facilities and protect the public who use our facilities; and reduce spending for books and other material for the collection. This group of reductions included additional public service staff in the Main (1.0) and the Branch Libraries (3.75) including floaters and part-time as needed staff; custodial and security staff in Operations (4.5); and support staff in Technical Services (1.0), and Administration (1.5).

Please call me at (415) 557-4248 if you have questions prior to the January 7th meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen McKeon, Budget Officer

1[illegible]/2002

BUDGET PLANNING ESTIMATES
Revenue Expenditures

**ATTACHMENT A**

## LIBRARY PRESERVATION FUND (REVENUE & BUDGET)

| **2003-04** | **Baseline Budget** | **5% Contingency Reductions** | **Revised** |
|---|---|---|---|
| **Sources** | | | |
| Gen Fund | $ 32,354,000 | $ (1,617,700) | $ 30,736,300 |
| Prop Tax | $ 22,790,000 | $ - | $ 22,790,000 |
| **Total** | **$ 55,144,000** | **$ (1,617,700)** | **$ 53,526,300** |
| **Budget** | | | |
| **Base** | **$ 53,524,097** | **$ (1,617,700)** | **$ 51,906,397** |
| Onetime Adj. | $ (492,867) | $ - | $ (492,867) |
| Annualized Costs (MOU) | $ 49,290 | $ - | $ 49,290 |
| Annualized Costs (FTE) | $ 53,750 | $ - | $ 53,750 |
| Retirement Add-back | $ 120,757 | $ - | $ 120,757 |
| 1-Day Add | $ 146,265 | $ - | $ 146,265 |
| Attrition Adj. | $ 194,784 | $ - | $ 194,784 |
| Step M | $ 57,875 | $ - | $ 57,875 |
| Rent Increases | $ 18,000 | $ - | $ 18,000 |
| Work Order (5%). | $ 69,642 | $ - | $ 69,642 |
| Bldg/Equip Maint (5%) | $ 54,554 | $ - | $ 54,554 |
| SSC - 190-9th | $ 159,735 | $ - | $ 159,735 |
| **Subtotal** | **$ 53,955,882** | **$ (1,617,700)** | **$ 52,338,182** |
| **Unknown Costs** | | | |
| MOU COLA (est 3%) | $ 1,170,000 | $ - | $ 1,170,000 |
| Health Premium Adjust. | $ - | $ - | $ - |
| **Total Budget** | **$ 55,125,882** | **$ (1,617,700)** | **$ 53,508,182** |
| **Variance (Revenue - Budget)** | **$ 18,118** | **$ -** | **$ 18,118** |

## LIBRARY PRESERVATION FUND RESERVE

| Balance (7/1/02) | Calculated 3% Reserve | Available to Maintain 3% Reserve | Recommend-ed Use | Adjusted Balance Available | Remaining Reserve Balance |
|---|---|---|---|---|---|
| **$ 3,532,376** | **$ 1,654,320** | **$ 1,878,056** | **$ 1,417,300** | **$ 460,756** | **$ 2,115,076** |
| **6.41%** | **3.00%** | | | | **3.84%** |

| **ONE-TIME PROJECTS** | | |
|---|---|---|
| Integrated Library System | $ 545,000 | Year 2 of 3 |
| Branch M&R | $ 200,000 | Maintenance & Repair Projects |
| PC Replacement Program | $ 300,000 | Technology refreshment |
| Delivery Truck | $ 40,000 | Distribution Services |
| Branch Telephone Projects | $ 270,000 | Final Phase of Upgrade Program |
| SSC Equipment/OT Srvcs | $ 62,300 | Equip., security system setup, book trucks |
| **TOTAL** | **$ 1,417,300** | |

12/30/2002

# FY 2003-04 CONTINGENCY REDUCTIONS
(By Priority)

ATTACHMENT B.1

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| 1 | Admin (CL) | Reduce various service/supply accounts. Includes travel ($7,500), professional rrvcs, materials & supplies, other office supplies. | 0.00 | | | $ 18,673 |
| 1 | Admin (HR) | Downgrade (reclass) 2 payroll clerk positions | | | | $ 10,534 |
| 1 | Automation | SBC/Pacific Bell Internet Access charges (budget adjustment). | 0.00 | | | $ 13,745 |
| 1 | Branch | Eliminate grant to Tool Lending Center | | | | $ 175,000 |
| 1 | Branch | Eliminate Librarian II -- Mission Bay Branch Library | 0.50 | V | 3632 Librarian II | $ 36,473 |
| 1 | Childrens | Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds | 0.00 | | | $ 42,154 |
| 1 | Main | Eliminate 1.0 3630 Librarian I in General Collections | 1.00 | V | 3630 Librarian I | $ 78,440 |
| 1 | Main | Eliminate 1.0 3602 Page - Library for the Blind | 0.38 | F | 3602 Library Page | $ 12,012 |
| 1 | Operations | Further reductions in materials & supplies budgets for all crafts. | 0.00 | | | $ 41,000 |
| 1 | Operations | Eliminate Johnson Control Maintenance Contract | 0.00 | | | $ 17,000 |
| 1 | Public Affairs | Reduce programming and exhibitions staff by 0.5 3542 Curator II. | 0.50 | F | 3542 Curator II | $ 36,237 |
| 1 | Public Affairs | Reduce budget for repair/replacement of exhibit cases. | 0.00 | | | $ 2,000 |
| 1 | Techn Srvcs | Innovacq maintenance service funds. | 0.00 | | | $ 20,576 |
| 1 | Techn Srvcs | Reduce 20 hour/wk page to 15 hour/wk page. | 0.13 | V | 3602 Library Page | $ 5,500 |
| 1 | Techn Srvcs | Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation | 0.00 | | | $ 12,000 |
| | **Subtotal** | | **2.50** | | | **$ 521,344** |
| 2 | Admin (FO) | Reduce operating funds 20% | 0.00 | | | $ 2,300 |
| 2 | Admin (HR) | Reduce training funds | 0.00 | | | $ 11,880 |
| 2 | Automation | Reduce funds budgeted for service and software maintenance. | 0.00 | | | $ 69,046 |
| 2 | Operations | Reduce equipment repair funds for custodial equipment. | 0.00 | | | $ 5,000 |
| 2 | Public Affairs | Reduce budget for graphic materials & supplies | 0.00 | | | $ 1,500 |
| 2 | Techn Srvcs | Eliminate access to RLIN bibliographic utility. | 0.00 | | | $ 600 |
| 2 | Techn Srvcs | Eliminate 15 hour/wk Library Page in Catalog Dept. | 0.38 | F | 3602 Library Page | $ 12,587 |
| | **Subtotal** | | **0.38** | | | **$ 102,913** |
| 3 | Automation | Reduce funds budgeted for data processing supplies. | 0.00 | | | $ 20,000 |
| 3 | IRMO | Eliminate SF Community Services Directory (Community Connection) | 1.00 | F | 3616 Library Techn I | $ 60,000 |
| 3 | Main | Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds. | 3.00 | F<br>F | 3610 Library Assistants<br>3602 Library Page | $ 161,239 |
| 3 | Operations | Reduce materials & supply budgets for crafts. | 0.00 | | | $ 14,000 |
| 3 | Operations | Modify/reduce equipment service & maintenance contracts (time & material only). | 0.00 | | | $ 66,888 |
| 3 | Public Affairs | Reduce work orders for reproduction and mail services | 0.00 | | | $ 5,000 |
| 3 | Public Affairs | Reduce audi-visual equipment maintenance funds | 0.00 | | | $ 4,000 |
| 3 | Techn Srvcs | Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions. | 0.50 | V | 3616 Library Techn I | $ 35,513 |
| | **Subtotal** | | **4.50** | | | **$ 366,640** |
| 4 | Admin (HR) | Reduce various operating budget line-items | 0.00 | | | $ 5,000 |
| 4 | Childrens | Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center | 1.00 | V | 3630 Librarian I | $ 80,014 |
| 4 | Main | Eliminate 2 half-time 3602 positions in Borrower Services | 1.00 | F | 3602 Library Page | $ 41,991 |
| 4 | Public Affairs | Reduce media production supplies | 0.00 | | | $ 1,500 |
| | **Subtotal** | | **2.00** | | | **$ 128,505** |
| 5 | Admin (HR) | Eliminate one full-time 1220 Payroll Clerk position. | 1.00 | F | 1220 Payroll Clerk | $ 66,560 |
| 5 | Branch | Reduce supply and equipment budget 3%. | 0.00 | | | $ 40,000 |
| 5 | Branch | Eliminate full-time 3630 Librarian I (floater) | 1.00 | F | 3630 Librarian I | $ 88,648 |
| 5 | Childrens | Eliminate full-time 3630 Librarian I position serving Juvenile Hall | 1.00 | F | 3630 Librarian I | $ 72,563 |
| 5 | Main | Eliminate Librarian I in Business/Science/Technology | 1.00 | V | 3630 Librarian I | $ 78,440 |
| | | | **4.00** | | | **$ 346,211** |
| 6 | Admin (HR) | Reduce overtime funds | 0.00 | | | $ 8,269 |
| 6 | Branch | Eliminate half-time Library Assistant I - Mission Branch | 0.50 | V | 3610 Library Assistant | $ 28,583 |
| 6 | Main | Eliminate full-time Library Technian in SF History | 1.00 | V | 3616 Library Techn I | $ 67,872 |

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| | **Subtotal** | | **1.50** | | | **$ 104,724** |
| 7 | Admin (HR) | Eliminate 3602 Position | 0.25 | V | 3602 Library Page | $ 8,543 |
| 7 | Main | Eliminate Librarian I in General Collections | 0.50 | F | 3630 Librarian I | $ 39,220 |
| | | | **0.75** | | | **$ 47,763** |
| **TOTAL RECOMMENDED REDUCTIONS** | | | **15.62** | | | **$ 1,618,100** |

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| **OTHER APPROVED CUTS NOT REQUIRED AT 5% REDUCTION LEVEL** | | | | | | |
| 7 | Techn Srvcs | Eliminate 1424 Clerk Typist (COATS and Acquisitions) | 1.00 | F | 1424 Clerk Typist | $ 55,011 |
| 8 | Main | Eliminate half-time 3630 Librarian I (Patent & Trademark Center) | 0.50 | F | 3630 Librarian I | $ 39,220 |
| 9 | IRMO | Eliminate Chief of IRMO position | 1.00 | V | 3643 Librarian IV | $ 118,750 |
| | **Subtotal** | | **2.50** | | | **$ 212,981** |
| **PROPOSED REDUCTIONS NOT RECOMMENDED** | | | **12.75** | | | **$ 1,159,884** |
| **OTAL PROPOSED REDUCTIONS PREPARED** | | | **30.87** | | | **$ 2,990,965** |

12/30/2002

# FY 2003-04 CONTINGENCY REDUCTIONS
(By Division)

ATTACHMENT B.2

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| 1 | Admin (CL) | Reduce various service/supply accounts. Includes travel ($7,500), professional srvcs, materials & supplies, other office supplies. | 0.00 | | | $ 18,673 |
| 2 | Admin (FO) | Reduce operating funds 20% | 0.00 | | | $ 2,300 |
| 1 | Admin (HR) | Downgrade (reclass) 2 payroll clerk positions | 0.00 | | | $ 10,534 |
| 2 | Admin (HR) | Reduce training funds | 0.00 | | | $ 11,880 |
| 4 | Admin (HR) | Reduce various operating budget line-items | 0.00 | | | $ 5,000 |
| 5 | Admin (HR) | Eliminate one full-time 1220 Payroll Clerk position. | 1.00 | F | 1220 Payroll Clerk | $ 66,560 |
| 6 | Admin (HR) | Reduce overtime funds | 0.00 | | | $ 8,269 |
| 7 | Admin (HR) | Eliminate 3602 Position | 0.25 | V | 3602 Library Page | $ 8,543 |
| | | | **1.25** | | | **$ 131,759** |
| 1 | Automation | SBC/Pacific Bell Internet Access charges (budget adjustment) | 0.00 | | | $ 13,745 |
| 2 | Automation | Reduce funds budgeted for service and software maintenance. | 0.00 | | | $ 69,046 |
| 3 | Automation | Reduce funds budgeted for data processing supplies. | 0.00 | | | $ 20,000 |
| | | | **0.00** | | | **$ 102,791** |
| 1 | Branch | Eliminate grant to Tool Lending Center | | | | $ 175,000 |
| 1 | Branch | Eliminate Librarian II -- Mission Bay Branch Library | 0.50 | V | 3632 Librarian II | $ 36,473 |
| 5 | Branch | Reduce supply and equipment budget 3%. | 0.00 | | | $ 40,000 |
| 5 | Branch | Eliminate full-time 3630 Librarian I (floater) | 1.00 | F | 3630 Librarian I | $ 88,648 |
| 6 | Branch | Eliminate half-time Library Assistant I - Mission Branch | 0.50 | V | 3610 Library Asst. | $ 28,583 |
| | | | **2.00** | | | **$ 368,704** |
| 1 | Childrens | Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds | 0.00 | | | $ 42,154 |
| 4 | Childrens | Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center | 1.00 | V | 3630 Librarian I | $ 80,014 |
| 5 | Childrens | Eliminate full-time 3630 Librarian I position serving Juvenile Hall | 1.00 | F | 3630 Librarian I | $ 72,563 |
| | | | **2.00** | | | **$ 194,731** |
| 3 | IRMO | Eliminate SF Community Services Directory (Community Connection) | 1.00 | F | 3616 Library Techn I | $ 60,000 |
| | | | **1.00** | | | **$ 60,000** |
| 1 | Main | Eliminate 1.0 3630 Librarian I in General Collections | 1.00 | V | 3630 Librarian I | $ 78,440 |
| 1 | Main | Eliminate 1.0 3602 Page - Library for the Blind | 0.38 | F | 3602 Library Page | $ 12,012 |
| 3 | Main | Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds. | 3.00 | F | 3610 Library Assts.<br>3602 Library Page | $ 161,239 |
| 4 | Main | Eliminate 2 half-time 3602 positions in Borrower Services | 1.00 | F | 3602 Library Page | $ 41,991 |
| 5 | Main | Eliminate Librarian I in Business/Science/Technology | 1.00 | V | 3630 Librarian I | $ 78,440 |
| 6 | Main | Eliminate full-time Library Technian in SF History | 1.00 | V | 3616 Library Techn I | $ 67,872 |
| 7 | Main | Eliminate Librarian I in General Collections | 0.50 | F | 3630 Librarian I | $ 39,220 |
| | | | **7.88** | | | **$ 479,214** |
| 1 | Operations | Further reductions in materials & supplies budgets for all crafts. | 0.00 | | | $ 41,000 |
| 1 | Operations | Eliminate Johnson Control Maintenance Contract | 0.00 | | | $ 17,000 |
| 2 | Operations | Reduce equipment repair funds for custodial equipment. | 0.00 | | | $ 5,000 |
| 3 | Operations | Reduce materials & supply budgets for crafts. | 0.00 | | | $ 14,000 |
| 3 | Operations | Modify/reduce equipment service & maintenance contracts (time & material only). | 0.00 | | | $ 66,888 |
| | | | **0.00** | | | **$ 143,888** |
| 1 | Public Affairs | Reduce programming and exhibitions staff by 0.5 3542 Curator II. | 0.50 | F | 3542 Curator II | $ 36,237 |
| 1 | Public Affairs | Reduce budget for repair/replacement of exhibit cases. | 0.00 | | | $ 2,000 |
| 2 | Public Affairs | Reduce budget for graphic materials & supplies | 0.00 | | | $ 1,500 |
| 3 | Public Affairs | Reduce work orders for reproduction and mail services | 0.00 | | | $ 5,000 |
| 3 | Public Affairs | Reduce audi-visual equipment maintenance funds | 0.00 | | | $ 4,000 |
| 4 | Public Affairs | Reduce media production supplies | 0.00 | | | $ 1,500 |
| | | | **0.50** | | | **$ 50,237** |
| 1 | Techn Srvcs | Innovacq maintenance service funds | 0.00 | | | $ 20,576 |
| 1 | Techn Srvcs | Reduce 20 hour/wk page to 15 hour/wk page. | 0.13 | V | 3602 Library Page | $ 5,500 |
| 1 | Techn Srvcs | Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation | 0.00 | | | $ 12,000 |
| 2 | Techn Srvcs | Eliminate access to RLIN bibliographic utility. | 0.00 | | | $ 600 |
| 2 | Techn Srvcs | Eliminate 15 hour/wk Library Page in Catalog Dept. | 0.38 | F | 3602 Library Page | $ 12,587 |
| 3 | Techn Srvcs | Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions. | 0.50 | V | 3616 Library Techn I | $ 35,513 |
| | | | 1.00 | | | $ 86,776 |
| | | TOTAL RECOMMENDED REDUCTIONS | 15.62 | | | $ 1,618,100 |

# FY 2003-04 CONTINGENCY REDUCTIONS

**ATTACHMENT C**

## Budget

| | | | | | APPROVED REDUCTIONS | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Division | 02-03 Budget | Reduction Target | Proposed Reductions | Approved Reductions | % of Budget | % of Target | % of Proposed | % of Approved | Target % of Budget |
| Admin | $ 2,837,262 | $ 134,396 | $ 243,287 | $ 131,759 | 4.64% | 98.04% | 54.16% | 8.14% | 4.74% |
| Automation | $ 3,261,149 | $ 154,474 | $ 102,791 | $ 102,791 | 3.15% | 66.54% | 100.00% | 6.35% | 4.74% |
| Branch | $ 12,888,269 | $ 610,488 | $ 570,640 | $ 368,704 | 2.86% | 60.39% | 64.61% | 22.79% | 4.74% |
| Childrens | $ 6,369,096 | $ 301,690 | $ 325,318 | $ 194,731 | 3.06% | 64.55% | 59.86% | 12.03% | 4.74% |
| IRMO | $ 5,127,992 | $ 242,902 | $ 513,750 | $ 60,000 | 1.17% | 24.70% | 11.68% | 3.71% | 4.74% |
| Main | $ 12,769,730 | $ 604,874 | $ 591,590 | $ 479,214 | 3.75% | 79.23% | 81.00% | 29.62% | 4.74% |
| Operations | $ 6,839,044 | $ 323,950 | $ 430,413 | $ 143,888 | 2.10% | 44.42% | 33.43% | 8.89% | 4.74% |
| Public Affairs | $ 1,061,787 | $ 50,295 | $ 50,237 | $ 50,237 | 4.73% | 99.88% | 100.00% | 3.10% | 4.74% |
| Techn Srvcs | $ 3,850,661 | $ 182,397 | $ 162,939 | $ 86,776 | 2.25% | 47.58% | 53.26% | 5.36% | 4.74% |
| **TOTAL** | **$ 55,004,990** | **$ 2,605,466** | **$ 2,990,965** | **$ 1,618,100** | **2.94%** | **62.10%** | **54.10%** | **100.00%** | **4.74%** |

## Full-time Equivalents (FTE)

| | | | | | APPROVED REDUCTIONS | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Division | 02-03 Budget | Reduction Target | Proposed Reductions | Approved Reductions | % of Budget | % of Target | % of Proposed | % of Approved | Target % of Budget |
| Admin | 21.25 | n/a | 2.75 | 1.25 | 5.86% | n/a | 45.36% | n/a | n/a |
| Automation | 12.97 | n/a | 0.00 | 0.00 | 0.00% | n/a | 0.00% | n/a | n/a |
| Branch | 178.75 | n/a | 4.75 | 2.00 | 1.12% | n/a | 42.11% | n/a | n/a |
| Childrens | 73.20 | n/a | 4.00 | 2.00 | 2.73% | n/a | 50.00% | n/a | n/a |
| IRMO | 9.69 | n/a | 3.00 | 1.00 | 10.32% | n/a | 33.33% | n/a | n/a |
| Main | 181.92 | n/a | 9.38 | 7.88 | 4.33% | n/a | 84.00% | n/a | n/a |
| Operations | 72.08 | n/a | 4.50 | 0.00 | 0.00% | n/a | 0.00% | n/a | n/a |
| Public Affairs | 13.22 | n/a | 0.50 | 0.50 | 3.78% | n/a | 100.00% | n/a | n/a |
| Techn Srvcs | 49.78 | n/a | 2.00 | 1.00 | 2.01% | n/a | 50.00% | n/a | n/a |
| **TOTAL** | **612.86** | | **30.87** | **15.62** | **2.55%** | | **50.60%** | | |

Filename: FINAL PRIORITIZED LIST (Reduction Statistics)

# San Francisco Public Library

## Budget Presentation Handouts

## Library Commission
## January 7, 2003

DOCUMENTS DEPT.
JAN - 9 2003
SAN FRANCISCO
PUBLIC LIBRARY

## 2003-04 Budget Recommendations

1. *Approve* the Library's $55.126 million baseline budget. Includes baseline adjustments of $432,000 and a contingency of $1.170 million to cover ***up to*** a 3% salary increase (total adjustments of $1.642 million).
2. *Approve* an allocation of $1.417 million from LPF reserves for one-time projects and expenses .
3. *Approve* the Library's $1.6 million contingency reduction plan. Plan based on 5% of projected General Fund allocation in 2003-04.

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## REVENUE (LPF)

1. General Fund: $1.220 million (3.9%) increase. From $31.134 m to $32.354 m.
2. Property Taxes: $400,000 (1.8%) increase. From $22.490 m to $22.790 m.
3. Total: $1.620 m (3%) increase. From $53.524 m to $55.144 m.

# BUDGET IMPACTS

1. No current year reductions.
2. No baseline budget reductions in 2003-04.
   - Projected revenue sufficient to cover baseline budget increases ***and*** up to a 3% salary increase if provided through collective bargaining.
3. May be an opportunity to augment budget.
4. Prepare a contingency reduction plan equal to 5% of estimated General Fund revenue.

# Collective Bargaining

- Contracts expire 6/30/03. New contracts to be negotiated. Mayor's Budget Office - no GF for salary increases.
- ***All costs must be covered by baseline revenue.*** Prudent to set-aside funds in case salary adjustments provided through collective bargaining. $1.1 million set aside for up to 3% salary increase.
- Budget augmentation possible if salary increases not provided or if less than 3%. ***Funds set-aside, can be budgeted to meet other priority needs.***
- Augmentations will be reviewed and approved by the Library Commission before submitting to Mayor.

# 03-04 Baseline Adjustments ($1.602 m)

| | |
|---|---|
| **Base** | **$ 53,524,097** |
| Onetime Cost Adjustments | (492,867) |
| Annualized Costs (MOU) | 49,290 |
| Annualized Costs (FTE) | 53,750 |
| Retirement Add-back | 120,757 |
| 1 Day Add | 146,265 |
| Attrition Adj. | 194,784 |
| Step M | 57,875 |
| Rent Increases | 18,000 |
| Work Order (5%). | 69,642 |
| Bldg/Equip Maint (5%) | 54,554 |
| SSC - 190-9th | 159,735 |
| | **$ 53,955,882** |
| **Contingency** | |
| MOU COLA (est 3%) | $ 1,170,000 |
| **Total Budget** | **$55,125,882** |

# Allocation from LPF Reserves

| | | |
|---|---|---|
| Integrated Library System | $ | 545,000 |
| Branch maintenance/repair projects | $ | 200,000 |
| PC Replacement | $ | 300,000 |
| Delivery Truck (Distribution Program) | $ | 40,000 |
| Branch Telephone Replacement Project | $ | 270,000 |
| SSC Equipment/OT Services | $ | 62,300 |
| | $ | 1,417,300 |
| Reserve Balance | $ | 3,532,376 |
| Remaining Balance (after allocation) | $ | 2,115,076 |
| | | 3.84% |

## Contingency Reductions

1. Mandatory 5% GF contingency reduction plan. Equal to $1.618 million ($32.354 million).
2. Implemented only if revenue falls below current estimates or costs exceed current estimates.
3. Not incorporated into the February budget. Submitted as a separate document.

## Reduction Priorities

1. Maintain mission-critical/core public services.
2. Maintain critical operations funds (e.g., facility and equipment maintenance and repair).
3. Maintain the book budget.
4. Minimize position cuts.
5. Look for efficiencies through reorganization or redirection.

## Planning Process

1. Identified target amount (initially $2.6 million based on Controller's earlier revenue estimate).
2. Assigned reduction targets by division based on $2.6 million. Equal to 4.7% of each division's budget.
3. Proposals reviewed and prioritized by City Librarian, Deputy City Librarian, & Finance Director. Preliminary list prepared and discussed with Division Chiefs.
4. Priority list revised based on input from Chiefs.
5. If required, cuts made by priority (Attachment B.1).

## Contingency Reductions

- Personnel cuts total 15.62 FTE and $1.029 million (63.6% of the total and 2.4% of personnel budget).
- Operating expense reductions total $589,000 (36.4% of total and 10.2% of operating budget).
- 15.62 FTE represent 2.5% of total FTE (612.84).
- 9.75 of the 15.62 FTE are currently filled and 5.87 FTE are vacant.

# Contingency Reductions - Budget

| | Budget | Reduction | % Budget | % Target | % Total |
|---|---|---|---|---|---|
| Main | $ 12,769,730 | $ 479,214 | 3.8% | 79.2% | 29.6% |
| Branch | $ 12,888,269 | $ 368,704 | 2.9% | 60.4% | 22.8% |
| Children & Youth S | $ 6,369,096 | $ 194,731 | 3.1% | 64.6% | 12.0% |
| Technical Services | $ 3,850,661 | $ 86,776 | 2.3% | 47.6% | 5.4% |
| Automation | $ 3,261,149 | $ 102,791 | 3.2% | 66.5% | 6.4% |
| Info. Resource Mgt. | $ 5,127,992 | $ 60,000 | 1.2% | 24.7% | 3.7% |
| Operations | $ 6,839,044 | $ 143,888 | 2.1% | 44.4% | 8.9% |
| Public Affairs | $ 1,061,787 | $ 50,237 | 4.7% | 99.9% | 3.1% |
| Administration | $ 2,837,262 | $ 131,759 | 4.6% | 98.0% | 8.1% |
| **Total** | **$ 55,004,990** | **$ 1,618,100** | **2.9%** | **62.1%** | **100.0%** |

# Contingency Reductions - FTE

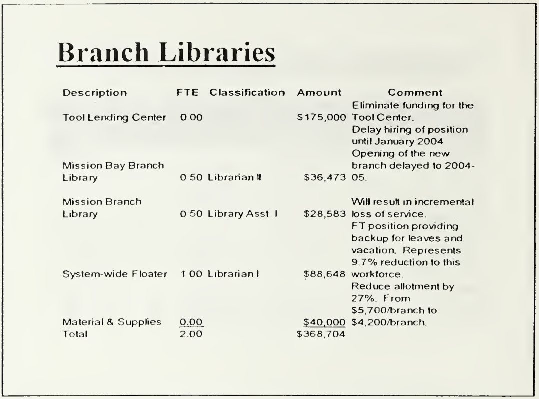
| | Budget | Reductions | % Budget | % Proposed |
|---|---|---|---|---|
| Main | 181.92 | 7.88 | 4.3% | 84.0% |
| Branch | 178.75 | 2.00 | 1.1% | 42.1% |
| Children & Youth Services | 73.2 | 2.00 | 2.7% | 50.0% |
| Technical Services | 49.78 | 1.00 | 2.0% | 50.0% |
| Automation | 12.97 | 0.00 | 0.0% | 0.0% |
| Info. Resource Mgt. | 9.69 | 1.00 | 10.3% | 33.3% |
| Operations | 72.08 | 0.00 | 0.0% | 0.0% |
| Public Affairs | 13.22 | 0.50 | 3.8% | 100.0% |
| Administration | 21.25 | 1.25 | 5.9% | 45.4% |
| **Total** | **612.86** | **15.63** | **2.6%** | **50.6%** |

# Contingency Reductions – FTE

| | Main | Branch | OCYS | IRMO | Tech Srvcs | Public Affairs | Admin | Total |
|---|---|---|---|---|---|---|---|---|
| Librarian I | 2.50 | 1.00 | 2.00 | | | | | 5.50 |
| Librarian II | | 0.50 | | | | | | 0.50 |
| Librarian Technician | 1.00 | | | 1.00 | 0.50 | | | 2.50 |
| Library Assistant | 2.00 | 0.50 | | | | | | 2.50 |
| Library Page | 2.38 | | | | 0.50 | | 0.25 | 3.13 |
| Curator II | | | | | | 0.50 | | 0.50 |
| Payroll Clerk | | | | | | | 1.00 | 1.00 |
| TOTAL | 7.88 | 2.00 | 2.00 | 1.00 | 1.00 | 0.50 | 1.25 | 15.63 |

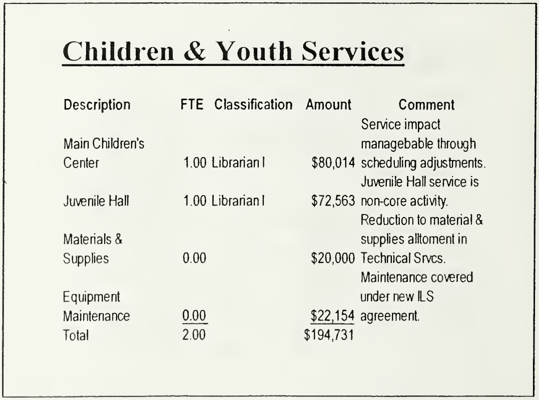
# Main Library

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| A/V Desk & Listening Stations | 2.0<br>1.0 | Library Asst. I (two full-time pos)<br>Library Page (two half-time pos) | $161,239 | Mitigate thru strategic redesign of 1st Floor services via POE and move of Technical Services to SSC. |
| Borrower Services | 1.00 | Library Page (2 half-time pos ) | $41,991 | Strategic redesign of 1st Floor services via POE and move of Technical Services to SSC. |
| General Collections | 1.50 | Librarian I (one full-time; one half-time) | $117,660 | Readjust schedules to cover desk |
| Business/Science/Techn Ctr. | 1.00 | Librarian I (full-time pos) | $78,440 | Readjust schedules to cover desk |
| SF History Room | 1.00 | Library Techn I (full-time pos.) | $67,872 | Readjust schedules to cover desk |
| Library for the Blind | 0.38 | Library Page (15 hr/wk pos) | $12,012 | No impact. Tasks performed will go away with new ILS. |
| Total | 7.88 | | $479,214 | |



# Branch Libraries

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Tool Lending Center | 0 00 | | $175,000 | Eliminate funding for the Tool Center. |
| Mission Bay Branch Library | 0 50 | Librarian II | $36,473 | Delay hiring of position until January 2004 Opening of the new branch delayed to 2004-05. |
| Mission Branch Library | 0 50 | Library Asst I | $28,583 | Will result in incremental loss of service. |
| System-wide Floater | 1 00 | Librarian I | $88,648 | FT position providing backup for leaves and vacation. Represents 9.7% reduction to this workforce. |
| Material & Supplies | 0.00 | | $40,000 | Reduce allotment by 27%. From $5,700/branch to $4,200/branch. |
| Total | 2.00 | | $368,704 | |



# Children & Youth Services

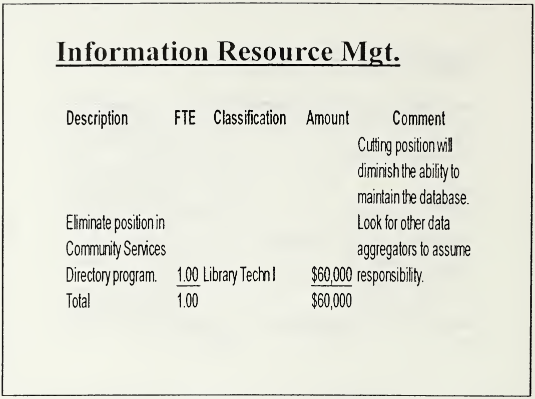
| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Main Children's Center | 1.00 | Librarian I | $80,014 | Service impact manageable through scheduling adjustments. |
| Juvenile Hall | 1.00 | Librarian I | $72,563 | Juvenile Hall service is non-core activity. |
| Materials & Supplies | 0.00 | | $20,000 | Reduction to material & supplies allotment in Technical Srvcs. |
| Equipment Maintenance | 0.00 | | $22,154 | Maintenance covered under new ILS agreement. |
| Total | 2.00 | | $194,731 | |

## Technical Services

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Equipment maintenance | 0.00 | | $20,576 | Inovaq maintenance. Costs covered by new ILS contract. |
| Materials & Supplies | | | $12,600 | Reduce allotment for Acquisitions, Catalog, and Preservation. |
| Cataloging | 0.13 | Library Page | $5,500 | Reduce time-base from 20 hrs/wk to 15 hrs/wk. |
| Cataloging | 0.37 | Library Page | $12,587 | Eliminates a 15 hour/wk page position. |
| Acquisitions | 0.50 | Library Techn I | $35,513 | New positon in 02-03 currently vacant. Positon never filled. |
| Total | 1.00 | | $86,776 | |

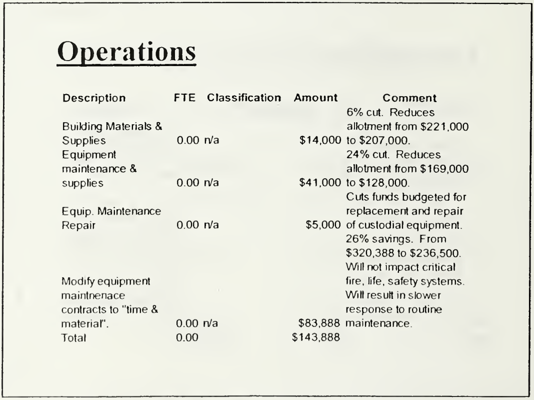
## Automation

| Description | FTE | Classification | | Comment |
|---|---|---|---|---|
| Equipment Maintenance | 0.00 | | $69,046 | DRA system related. Costs covered through new ILS contract. |
| DP Equip. & Supplies | 0.00 | | $20,000 | 9.8% cut in allotment. Will result in nominal loss of purhcasing power. |
| Internet Service Charges | 0.00 | | $13,745 | No impact. Funds budgeted for one-time cost in CY. |
| **Total** | **0.00** | | **$102,791** | |



## Information Resource Mgt.

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Eliminate position in Community Services Directory program. | 1.00 | Library Techn I | $60,000 | Cutting position will diminish the ability to maintain the database. Look for other data aggregators to assume responsibility. |
| Total | 1.00 | | $60,000 | |



## Operations

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Building Materials & Supplies | 0.00 | n/a | $14,000 | 6% cut. Reduces allotment from $221,000 to $207,000. |
| Equipment maintenance & supplies | 0.00 | n/a | $41,000 | 24% cut. Reduces allotment from $169,000 to $128,000. |
| Equip. Maintenance Repair | 0.00 | n/a | $5,000 | Cuts funds budgeted for replacement and repair of custodial equipment. |
| Modify equipment maintnenace contracts to "time & material". | 0.00 | n/a | $83,888 | 26% savings. From $320,388 to $236,500. Will not impact critical fire, life, safety systems. Will result in slower response to routine maintenance. |
| Total | 0.00 | | $143,888 | |

# Public Affairs

| Description | FTE | Classification | | Comment |
|---|---|---|---|---|
| Eliminate half-time position in Exhibits | 0.50 | Curator II | $36,237 | Will result in fewer programs and fewer opportunities to develop in-house exhibits. |
| Reduce funds for reproduction & mailing | 0.00 | n/a | $5,000 | 6.6% cut in work order with City Reproduction From $75,860 to $70,860. Fewer items printed, designed, mailed |
| Reduce funds for materials & Supplies | 0.00 | n/a | $5,000 | 20% cut in budgets for Exhibits & Programming and Media Services. |
| Reduce funds for equipment maintenance | 0.00 | n/a | $4,000 | 10.2% cut. From $39,100 to $35,100. Maintenance for Main A/V equipment. |
| **Total** | **0.50** | | **$50,237** | |

# Administration

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| City Librarian | 0.00 | n/a | $18,673 | Reduce various service and supply accounts. |
| Finance | 0.00 | n/a | $2,300 | Reduce operating funds by 20%. |
| Human Resources | 0.00 | | $10,534 | Eliminate funds for proposed upgrades. |
| Human Resources | 0.00 | | $11,880 | Reduce training funds. 11% reduction. |
| Human Resources | 0.00 | | $5,000 | Reduce materials & supplies allotments. |
| Human Resources | 1.00 | 1220 Payroll Clerk | $66,560 | Mitigate though implementation of on-line timekeeping |
| Human Resources | 0.00 | n/a | $8,269 | Reduce OT allotment from $9,769 to $1,500. |
| Human Resources | 0.25 | 3602 Library Page | $8,543 | Eliminate 10 hour page position. |
| **Total** | **1.25** | | **$131,759** | |

## Contingency Reductions

1. Implemented only if revenue falls short of current estimates or if baseline costs exceed current estimates.
2. Cuts not made "across the board". Proposals reviewed and prioritized. Recommended cuts represent 62% of target – 38% of proposed reductions not taken.
3. Cuts will impact service and operations. However, concerted effort made to maintain critical public services, the book budget, and facilities maintenance.
4. Cuts reflect 10% reduction to operating expense budget and 2.4% of personnel budget. Given the magnitude of the reduction, FTE reductions cannot be avoided.

## Recommended Actions

*1.* ***Approve*** the Library's $55.126 million estimated baseline budget. Including baseline adjustments of $432,000 and a contingency of $1.170 million to cover up to a 3% salary increase.

*2.* ***Approve*** an allocation of $1.417 million from LPF reserves for one-time projects and expenses .

*3.* ***Approve*** the Library's $1.6 million contingency reduction plan. Plan based on 5% of projected General Fund allocation in 2003-04.

# Next Steps

- **February**
  - Prepare and submit baseline budget and contingency reduction plan (2/21/03) to the Controller and Mayor.
  - Present prioritized list of Budget Change Concepts (new or enhanced spending proposals) to the Commission for discussion/action. Submit Commission approved plan to Mayor.
- **March/April/May**
  - Board of Supervisors department hearings.
  - Collective bargaining agreements to the Board (April).
  - Controller's updated revenue forecast (May)
  - Add new spending proposals to budget if funds are available.
    - Dependent on revenue forecast and collective bargaining.
- **June/July**
  - BoS Budget Hearings

DRAFT

6

7/03

*San Francisco Public Library Commission*
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Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
JAN 27 2003
SAN FRANCISCO
PUBLIC LIBRARY

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Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Sarah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

## SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, January 7, 2003

The San Francisco Public Library Commission held its regular meeting on Tuesday, January 7, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Coulter, Higueras, Steiman, Streets, and Strobin. Commissioner Chin joined the meeting at 4:15PM. Commissioner Bautista was excused attendance.

### AGENDA ITEM #1 APPROVAL OF THE DECEMBER 3, 2002 MINUTES

### Public comment on AGENDA ITEM #1 APPROVAL OF THE DECEMBER 3, 2002 MINUTES

Anonymous member of the public found the Minutes were eviscerated of meaning, cited a mis-spelling, and further discussed the portion of the December 3, 2002 Minutes concerning an alleged mis-representation of another's views. This person additionally noted omission of a criticism of use of library staff to offer library discards for sale to the benefit of the Friends & Foundation. Mr. Warfield found the minutes lacking on a number of points, calling particular attention to the omission of comments about reported concerns with a lack of space for books in branch libraries.

### Commission discussion of AGENDA ITEM #1 APPROVAL OF THE DECEMBER 3 2002 MINUTES

President Higueras recalled that the anonymous member of the public had criticized library staff's role in the sale of discards and asked that it be reported in the Minutes.

MOTION: by Commissioner Steiman, seconded Commissioner Chin by for approval of the Minutes of December 3, 2002 as amended.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

### AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth presented a report on joint SFPL and Asian Art Museum co-sponsored New Year's Eve ceremonial ringing of an antique Japanese Bell. Ms. Hildreth then provided additional information concerning the December 19th meeting of the Prop. 14 State Library Bond Board meeting, lauding State Librarian Kevin Starr's staunch but ultimately unsuccessful support for including the Excelsior Branch Library's application in the 1st cycle of Prop. 14 grants. The City Librarian next provided an update on recent

Exhibits and programs calling attention to an exhibit "The Long March to Freedom" honoring 12 civil rights leaders and an exhibit "Freedom in the US" open in the Skylight Gallery in conjunction with a PBS series of the same title. The City Librarian then called attention to a January 12th program honoring writers who died in 2002and a series of children's events featuring lion dancers marking the beginning of the observance of Chinese New Year. Ms. Hildreth then discussed an Urban Libraries Council Executive Leadership Institute Grant that would facilitate a re-examination of the library's collection development process if awarded. The City Librarian next reported the reopening of the Golden Gate Valley Branch on January 30th, with festivities in honor of the reopening to be held on February 8th. Ms. Hildreth reported on the library staff's very successful participation in the recent Friends & Foundation Friday book sale with San Francisco, California, and Chinese books being the most popular. The City Librarian reported that the books sold for $1. 00 and .50, with children's' books at .25.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public criticized the Library's co-sponsorship of the Japanese Bell ringing ceremony and found the bell ringing obtrusive for those using the Library. Mr. Peter Warfield commented that he would prefer that the Library give away rather than sell discards. Mr. Warfield also discussed objections to the Friends & Foundation leases.

Commission discussion of AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

President Higueras remarked that he had only just joined that Board of the Urban Libraries Council but that he looked forward to taking part in their deliberations and learning from other members' experience. President Higueras noted that he would be attending their Mid-Winter gathering held in conjunction with the American Library Association (ALA) Mid-Winter Meeting in Philadelphia in late January.

AGENDA ITEM #3 LIBRARY 2003/04 BUDGET REPORT
(Explanatory document: FY 2003-04 Budget report

Library Finance Director George Nichols gave a detailed presentation and overview of the proposed FY 2003/04 Library Budget, (copy attached), and highlighted three recommendations that he requested the Commission to consider and approve. Mr. Nichols requested the Commissioners approve the proposed $55.125 million baseline 2003/04 Budget, including a $1.117 million contingency fund. Mr. Nichols requested that the Commission approve$1.417 million in identified Library Preservation Fund one-time annualized expenditures. Mr. Nichols then requested that the Commissioners' approve a plan for $1.6 million in contingency budget reductions prepared in accordance with the Mayor's instructions that each City department prepare and submit separately a plan for a 5% reduction of its General Fund Budget.

The Library Finance Director reported that revenues were better than had been expected resulting in a $1.6 million increase in funds available to the Library under Prop. E (Library Preservation Fund). Mr. Nichols noted that this meant that there would be no reductions in this year's budget, no cuts in the baseline 2003/04 budget and the possibility for additional

*The number of members of the public who spoke anonymously at this meeting. 1*

augmentations to the budget later in the Spring when new revenues figures become available. This he noted would allow existing library programs and services to continue next year with only minor adjustments.

Mr. Nichols then outlined the proposed one-time annualized Library Preservation Fund expenditures. The Library's Finance Director then presented an extensive overview of the 5% contingency General Fund Budget reduction plan mandated by the Mayor. The Finance Director pointed out that the priorities were to maintain services, maintain facilities, maintain the book budget, minimize position cuts, and increase efficiency. Mr. Nichols noted that this proposal would only be implemented if there were a drastic fall in revenues and noted that the reductions were thoughtfully targeted not just an across the board cut.

The Library Finance Director then provided an overview of the next steps in the city's budget process. City Librarian Susan Hildreth commended Mr. Nichols and the Library's Division chiefs for their hard work and skillful contributions in developing the proposed budget. Ms. Hildreth suggested that there was reasonable hope that the 5% contingency reduction would not have to be put into effect.

## Public comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

Anonymous member of the public opined that the majority of the presentation focussed on an hypothetical contingency not likely to occur and suggested that more information on the proposed one-time expenditures would be more useful. This person then called attention to the solicitation of letters of support for continued funding for the Tool Lending Center and wondered if similar notice had been provided to Tool Center opponents. Mr. Peter Warfield found the 3% increase in Library funds good news, noted that the proposal outlined priorities for reduction but complained that there was limited time to review the information as explanatory documents were not mailed out with the agenda. Mr. Warfield questioned use of the Library Preservation Fund for one-time expenditures and suggested that its priorities were for more books and hours.
Mr. Tim West. SEIU, Local 790, commented that the Library was trying to do a good job and that that was appreciated but that there were issues regarding Library staff and Pages that must be addressed.

## Commissioner discussion of AGENDA ITEM #3 LIBRARY 2003/04 BUDGET REPORT

Vice President Steiman expressed relief that there would be no need for budget cuts and found that the proposed contingency plan prioritized budget reductions in about the best way that they could be done. In response to questions by Commissioner Streets regarding the proposed reduced funding for deferred maintenance, Mr. Nichols noted that the Branch Library Improvement Bond Program would replace the need for some maintenance needs since the upgraded buildings would not initially need significant maintenance attention. Mr. Nichols also noted that consideration was being given to leasing rather than purchasing PCs as a way to reduce costs as any maintenance would become part of the lease. President Higueras noted that moving ongoing expenses into the baseline budget would protect reserves. Mr. Nichols noted that the Library had been using reserved funds for one time capital improvements. In answer to questions by Vice President Steiman, Mr. Nichols noted that the branch telephone system upgrades were being completed and that this was year 2 of 3 in the ILS (Integrated Library System) payout. Ms. Hildreth noted that the Library was able to fund a possible COLA from contingency funds, a unique situation not shared by other City departments. Mr. Nichols noted while it was prudent to set aside funds for a COLA that Mayor Brown had clearly indicated that there were no funds available for salary increases this year. In response to a comment by Commissioner Chin, Mr. Nichols confirmed that these issues were addressed in citywide labor contracts. In answer to questions by Commissioner Streets regarding what if the reductions were less than 5%, Mr. Nichols pointed out that the reductions were ranked in order of priority and could be made up to whatever % reduction was needed.

MOTION: by Vice President Steiman, seconded by Commissioner Coulter to approve the proposed 2003/04 budget.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

MOTION: by Commissioner Streets, seconded by Commissioner Strobin to approve the proposed Library Preservation Fund Allocations.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

MOTION: by Vice President Steiman, seconded by Commissioner Streets to approve the proposed Contingency 5% Budget Reduction Plan.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

President Higueras next called Agenda item #7 the Union Report to be taken up out of order and to be heard next.

## AGENDA ITEM #7 LABOR UNION REPORT

Mr. Timothy West, Field Representative, Service Employees International Union called the Commissioner's attention to the situation facing Library pages in the wake of a City Department of Human Services ruling enforcing a City Charter provision which limited hours and thereby eliminated Pages' eligibility to receive vacation, sick leave, and healthcare benefits. Mr. West noted that Pages were more than book shelvers and could be seen as the backbone of the institution. He additionally pointed out that while they were classified as "temporary", a description he noted the union was fighting, many in fact had worked for the Library for many years. Mr. West recounted some of the background regarding the Department of Human Resources ruling that led to the current situation and reported that the union would challenge Pages' classification as temporary as they were in fact regular part time workers rather than seasonal as needed employees. Mr. West commented that the Library did not want to take away hours and benefits for Pages but may be forced to do so by the ruling.

## Public comment on AGENDA ITEM #7 LABOR UNION REPORT

Carol Diamond, an Ortega Branch Page, commented that she had worked for the Library for four years doing a wide variety of jobs not just shelving. Ms. Diamond noted that San Francisco promotes a living wage, that Pages had been granted benefits, and that it was wrong to take them away. Ms. Cathy Bremer, Librarian's Guild Steward, commented that

Pages were a critical job classification that enabled the Library to maintain public services. Ms. Bremer noted that this was not a budget issue but a bureaucratic issue, called attention to the cost of buying out the vacation hours already earned, and suggested that any cost saving could not balance the impact on services. Ms. Bremer concluded by noting the importance of Pages to librarians and to the public. Mr. Vince Fernandez, a Marina Branch Page, commented that he had been offered more hours than the minimum needed for benefits and noted that it was unfair for temporary workers to get no benefits. Ms. Andrea Grimes, Librarian and union officer, commented that Pages are needed that Pages do many difficult tasks such as translation. Ms. Grimes then called attention to the important role pages had played in the move into the Main Library and cited work on inventory and cataloging, creation of databases, their public and non-public service work, as well as support for Automation and Technical Services. Ms. Grimes found it ironic that the City required contractors to pay benefits while denying them to Pages. Ms. Catherine Bernard, Library for the Blind Page, described the many important jobs Pages performed to make materials available to blind users, noting she did not view her job as temporary, and that to describe it so was both obsolete and disrespectful. Ms. Vicky Susoev, Excelsior Branch Library Technician II, observed that Pages worked regular schedules, and that many had gone on to become librarians. Ms. Susoev called attention to Pages' work with the bi-lingual public and remarked they were not temporary and that all Pages should have benefits. Ms. Mary Spooner, a Main Library Page for three years, commented that pages were not temporary, and that many moved on into the profession. Ms. Spooner pointed out they were not just students doing shelving but also did other tasks. An unnamed employee called attention to the Library Employee Handbook's Code of Ethics mandate that employees be treated with respect and urged that pages not be split into two tiers. Ms. Mya Archer Doyle, a Main Library Page for one and one half-year pointed out that Pages did the dirtiest jobs in the Library and that to ask them to do so without benefits would be a crime. She pointed out that book shelvers deserved recognition and that hiring people without health benefits meant that people who were sick would be forced to work exposing other staff to illness. Luca, a 3 year Main Library Page noted that the 291 pages constituted 40% of the Library's staff and that their job title should not disqualify them for benefits as they did many jobs in the Main and branches to help the Library. She felt their loyalty and dedication went without recognition, called attention to the health risks of forcing people who were ill to work, and also noted the City policies that required benefits for employees of companies doing business with the City. Mr. Brian Quinn, a 7 year Main Library Page, commented that he had used sick leave to take care of dental problems and that he had always do a variety of work, been nominated for staff recognition awards, and done extensive web page development, production of handouts, desktop publishing, collection analysis, and was not just a shelver. An anonymous member of the public cited William Rameriz, who rose from Page to Chief of the Main Library. This person commented on the practice of offering increased benefits by reducing the numbers of those getting benefits, finding such a trade-off of budget values vs. human values never worth it. Librarian Tom Tavis, commented that he had begun as a Page and had always worked a regular schedule with benefits provided.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Mr. Tavis noted that Pages do far more than shelve and do very heavy work. Mr. Tavis additionally discussed the various kinds of benefits received among different groups of Pages, citing 90 with health benefits, and noted all work regular schedules doing dangerous work. Mr. Peter Warfield found Pages helpful to library users, called attention to the difficulty of living in San Francisco on a part time salary, and commented that fairness and decency dictated that health benefits be provided. Poesy, a North Beach Branch user commented that shelving was only one of the jobs that Pages did and called attention to help with bi-lingual users and the hard physical labor they provided to the library. She noted the expense of paying one's own health insurance and remarked that the public did not think of Pages as only book shelvers but had offered letters of commendation for services provided by Pages.

## Commission discussion of AGENDA ITEM #7 LABOR UNION REPORT

Deputy City Attorney Catharine Barnes reported that as there had been no notice of the issues raised in public comment offered on the Labor Union Report in the meeting agenda that the Commission could not discuss it. President Higueras commented that the public comment offered provided the Commissioners with an understanding of the human dimension of the issue and proposed to agendize a future discussion of the matter.

President Higueras called a brief recess at 6:26PM

The meeting resumed at 6:40PM

## AGENDA ITEM #4 MAIN LIBRARY PLAQUES

Commissioner Coulter gave a brief presentation provided background regarding the many recent efforts to honor those who had contributed greatly to the San Francisco Public Library. Commissioner Coulter pointed out the lack of due attention to those who labored as volunteers for decades to strengthen the entire library system and build a new Main Library. Commissioner Coulter proposed that the Commission consider dedicating the Main Library to the spirit of civic leadership embodied by the work of these great individuals rather than singling out one person to be honored. Commissioner Coulter noted that the designated ceremonial entry, the Larkin Street entrance of the Library, currently unused could be transformed with the help of the Main Library's Associate Architects SMWM into a Hall of Library Heroes. Commissioner Coulter proposed two sets of dedicatory plaques be created with support from the Friends & Foundation and design assistance from SMWM. One plaque would salute the work of the three M's, Marjorie Stern, Mary Louise Stong, and Mig Meyer, who spearheaded decades of civic efforts to strengthen the library system and to build the Main Library. The second plaque would present the history of the San Francisco Public Library prepared with the help of famed local author and library historian Peter Wiley. Commissioner Coulter noted that this concept was timely as there had been a proposal that the Main Library be named in honor of Marjorie Stern, and recalled that Mary Louise Stong had passed away last year without any special recognition of her contributions.

## Public comment on AGENDA ITEM #4 MAIN LIBRARY PLAQUES

An anonymous member of the public commented that a great many people had contributed to the library and found the list of to those be recognized not inclusive. This individual suggested that the Library had already honored those who contributed, noting that the late

Mel Swig had declined having the Main Library named in his honor. This person remarked that the name public library was enough and wondered how "contribution" would be defined. Ms. Sue Cauthen, Council for Neighborhood Libraries, lauded the dedication of the late Mary Louise Stong, noting the Stong Room in the Main Library, and calling attention to her opposition to closing branch libraries. Mr. Peter Wiley, author and member of the Friends & Foundation Board, found the proposal a great idea calling attention to the fact that a great library grows from an active citizenry. Mr. Wiley recalled that after 45 years of "dark ages" with little support for libraries these people stepped forward and would not take "no" for an answer until the library received the public support it needed to serve the community. Ms. Deborah Doyle, Library BALIS representative and President of the Friends & Foundation commented that the proposal honors the very many people at the principle entrance of the Main Library. Ms. Doyle lauded overdue recognition of the 3 "Ms", women of strong mind whose work was critical to the success of the library. Ms. Doyle noted that this proposal provided for future expansion of those to be honored and reported that the Friends & Foundation would provide support the project. Mr. Peter Warfield wondered how all of the many items in the library's collections were obtained and urged consideration be given to honor all of those who contribute. Mr. Warfield felt the public, high and low, should be recognized for their support for the library.

## Commission discussion of AGENDA ITEM #4 MAIN LIBRARY PLAQUES

Vice President Steiman recalled the inspiration and encouragement that Marjorie Stern and Mary Louse Stong had given to her that led to her work in support of the library. Vice President Steiman noted that they were inclusive and willing to bring in all those whose dream was to create better libraries. Vice President Steiman, however, expressed reservations concerning using the Larkin Street entry area for this purpose. She suggested it might be used as a cloakroom, something she felt had been needed ever since the Main Library lockers had to be closed because of behavior problems of some members of the public. Commissioner Strobin observed that this space might work as a ceremonial entry but that further study was needed. Commission Chin felt that this was a good idea and it was appropriate to honor long and passionate devotion to our libraries. Commission Chin noted that Marjorie Stern was also very active in support of education. Commissioner Coulter proposed to further refine his proposal and bring it and possible models of the space back to the Commission for further consideration. President Higueras remarked that great libraries rise from committed passionate citizenry, noting the more than 70% support for approval of Prop. A. President Higueras further pointed out that the Library could not have succeeded without the support and appreciation of generations of dedicated San Franciscans. He felt the proposal had great merit and could with the addition of images and photographs provide an opportunity to richly illustrate the Library's past. Commissioner Streets thanked Commission Coulter for his hard work in developing the concept and cited the importance to honor those whose efforts were so essential to the success of the Library.

## AGENDA ITEM # ELECTION OF COMMISSION OFFICERES FOR 2003

The Commission Secretary outlined the process for conducting the election of Commission officers and reported the nominations of President Charles Higueras and Vice President Carol Steiman to continue in office for 2003. No additional nominations were brought forward.

MOTION: by Commissioner Streets, seconded by Commissioner Strobin to elect Commissioner Charles A. Higueras, President, and Commissioner Carol Steiman, Vice President of the San Francisco Public Library Commission for 2003

Public comment on AGENDA ITEM # ELECTION OF COMMISSION OFFICERES FOR 2003

An anonymous member of the public commended the enthusiasm of the Commissioners to serve.

Commission action on AGENDA ITEM # ELECTION OF COMMISSION OFFICERES FOR 2003

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

Vice President Steiman thanked her fellow Commissioners for their expression of confidence in her. President Higueras noted that this Commission was entering the home stretch of its tenure in office with much yet to get done. President Higueras recalled the past seven years as exciting and eventful and promised to make every effort to leave no issues raised by Commissioners unaddressed by the end of this year. President Higueras also proposed to finalize a strategic plan, and take steps to institutionalize best practices for the Branch Library Improvement Bond Program.

AGENDA ITEM # FRIENDS & FOUNDATION REPORT

Ms. Deborah Doyle, President of the Friends & Foundation reminded the Commissioners of the January 14 Annual Meeting of the Friend & Foundation. Ms. Doyle then reported on the changes in the Friends and Foundation officers and board members and informed the Commission that the Friends & Foundation Board had approved a branch Library Capital Campaign Plan and would be bringing it to the Library for its consideration. Ms. Doyle informed the Commissioners of the passing of Dr. Arthur Coleman, a longtime friend of libraries, San Francisco civic leader, and a leader in the African American Community with memorial services planned for March 3, 2003. The President of the Friends & Foundation announced the creation of an endowment honor Dr. Coleman. Ms. Doyle reported that the Board of Supervisors had approved the friends & Foundation leases and reminded the Commissioners to mark April 4th, the date of the Annual Laureates Dinner.

Public comment onAGENDA ITEM # FRIENDS & FOUNDATION REPORT

None offered

AGENDA ITEM #8 NEW BUSINESS

None offered.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public continued previous remarks concerning the Fuhrman Fund. This individual further commented that received wisdom can be challenged and noted the importance of protecting the right of anonymity. Mr. Warfield commented that the leases had been approved after the Board of Supervisors had made changes. Mr.

Warfield then discussed a Planning Commission meeting that had addressed issues related to the new Glen Park Branch, noting that two Commissioners had spoken. Ms. Pat Sawyer, Manager of the Tool Lending Center, expressed appreciation to the Commission for continuing funding for the Center and called attention to the 3,000 users of the Tool Center and to the savings it provided to members of the public who used it. Ms. Sawyer reported that the Tool Center would expand its educational role in the next years.

## AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner a that the meeting be adjourned In Memoriam of the late Dr. Arthur Coleman, a respected and beloved physician, civic and community leader, and a great friend and patron of San Francisco's public libraries, and a Founder of the Main Library's African American Affinity center.

Commissioner Fran Streets lauded Dr. Coleman's decades of services as a physician, civic, and community leader, calling particular attention to his great love and support for the Library. Commissioner Streets pointed out that Dr. Coleman was the first Chair of the African American Affinity center and had raised more than $500,000 for the Library.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 7:30PM

Michael Housh, Commission Secretary 1/21/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

# Appendix A

Library Commission meeting of January 7, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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*The number of members of the public who spoke anonymously at this meeting. 1*

City Librarian's Report – January 7, 2003

The Library was happy to welcome its new neighbor, the Asian Art Museum, in co-sponsoring the ceremonial Japanese Bell Ringing on New Year's Eve. The Asian will open on March 20, 2003.

On December 19th, the second Cycle 1 meeting of the Proposition 14 Bond Act Board was held in Sacramento. Five projects were funded – 3 in San Diego, 1 in San Leandro, 1 in Visalia in the Central Valley, total of $19 million, with the balance of the $150 million for Cycle 1, $775,000, going to Cycle 3. Dr. Starr recommended the Excelsior renovation along with Redding and one of the San Diego projects. The Board had very difficult decisions to make. We anticipate that the Richmond renovation and expansion will be a strong project in Cycle 2.

The Library has applied to participate in the ULC Executive Leadership Institute, which will provide focused leadership training to a manager and librarian who will cooperate on a project in the library. Paul Underwood, Deputy City Librarian and Shellie Cocking, Office of Children and Youth Services Electronic Services Librarian will be the SFPL team. Announcements of participants will be made in late January. Participation costs will be supported by the Friends & Foundation.

The Library and the San Francisco History Museum have received an LSTA grant of about $65,000 to support a partnership in the new San Francisco History Museum at the Wharf, the new home of the Musee Mecanique. The focus of the exhibition with be the history of public amusements in San Francisco. There will be an exhibit in the new space and an online exhibit in the San Francisco History center at the Main Library later this year

The Library successfully participated in the Friends & Foundation monthly Larkin St. book sale on Friday, January 3. Approximately four book trucks of materials were made available for sale to the public, including California and San Francisco special interest as well as Chinese materials.

Golden Gate Valley Branch will reopen after its closure for electrical upgrades on January 30, with a reopening celebration on Saturday, February 8, 2003.

# San Francisco Public Library

## Budget Presentation Handouts

# Library Commission
# January 7, 2003

## 2003-04 Budget Recommendations

*1.* ***Approve*** the Library's $55.126 million baseline budget. Includes baseline adjustments of $432,000 and a contingency of $1.170 million to cover ***up to*** a 3% salary increase (total adjustments of $1.642 million).

*2.* ***Approve*** an allocation of $1.417 million from LPF reserves for one-time projects and expenses .

*3.* ***Approve*** the Library's $1.6 million contingency reduction plan. Plan based on 5% of projected General Fund allocation in 2003-04.

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## REVENUE (LPF)

1. General Fund: $1.220 million (3.9%) increase. From $31.134 m to $32.354 m.
2. Property Taxes: $400,000 (1.8%) increase. From $22.490 m to $22.790 m.
3. Total: $1.620 m (3%) increase. From $53.524 m to $55.144 m.

# BUDGET IMPACTS

1. No current year reductions.
2. No baseline budget reductions in 2003-04.
    - Projected revenue sufficient to cover baseline budget increases ***and*** up to a 3% salary increase if provided through collective bargaining.
3. May be an opportunity to augment budget.
4. Prepare a contingency reduction plan equal to 5% of estimated General Fund revenue.

# Collective Bargaining

- Contracts expire 6/30/03. New contracts to be negotiated. Mayor's Budget Office - no GF for salary increases.
- ***All costs must be covered by baseline revenue.*** Prudent to set-aside funds in case salary adjustments provided through collective bargaining. $1.1 million set aside for up to 3% salary increase.
- Budget augmentation possible if salary increases not provided or if less than 3%. ***Funds set-aside, can be budgeted to meet other priority needs.***
- Augmentations will be reviewed and approved by the Library Commission before submitting to Mayor.

## 03-04 Baseline Adjustments ($1.602 m)

| | |
|---|---|
| **Base** | **$ 53,524,097** |
| Onetime Cost Adjustments | (492,867) |
| Annualized Costs (MOU) | 49,290 |
| Annualized Costs (FTE) | 53,750 |
| Retirement Add-back | 120,757 |
| 1 Day Add | 146,265 |
| Attrition Adj. | 194,784 |
| Step M | 57,875 |
| Rent Increases | 18,000 |
| Work Order (5%). | 69,642 |
| Bldg/Equip Maint (5%) | 54,554 |
| SSC - 190-9th | 159,735 |
| | **$ 53,955,882** |
| **Contingency** | |
| MOU COLA (est 3%) | $ 1,170,000 |
| **Total Budget** | **$55,125,882** |

## Allocation from LPF Reserves

| | | |
|---|---|---|
| Integrated Library System | $ | 545,000 |
| Branch maintenance/repair projects | $ | 200,000 |
| PC Replacement | $ | 300,000 |
| Delivery Truck (Distribution Program) | $ | 40,000 |
| Branch Telephone Replacement Project | $ | 270,000 |
| SSC Equipment/OT Services | $ | 62,300 |
| | **$** | **1,417,300** |
| | | |
| Reserve Balance | **$** | **3,532,376** |
| Remaining Balance (after allocation) | **$** | **2,115,076** |
| | | 3.84% |

## Contingency Reductions

1. Mandatory 5% GF contingency reduction plan. Equal to $1.618 million ($32.354 million).
2. Implemented only if revenue falls below current estimates or costs exceed current estimates.
3. Not incorporated into the February budget. Submitted as a separate document.

## Reduction Priorities

1. Maintain mission-critical/core public services.
2. Maintain critical operations funds (e.g., facility and equipment maintenance and repair).
3. Maintain the book budget.
4. Minimize position cuts.
5. Look for efficiencies through reorganization or redirection.

## Planning Process

1. Identified target amount (initially $2.6 million based on Controller's earlier revenue estimate).
2. Assigned reduction targets by division based on $2.6 million. Equal to 4.7% of each division's budget.
3. Proposals reviewed and prioritized by City Librarian, Deputy City Librarian, & Finance Director. Preliminary list prepared and discussed with Division Chiefs.
4. Priority list revised based on input from Chiefs.
5. If required, cuts made by priority (Attachment B.1).

## Contingency Reductions

- Personnel cuts total 15.62 FTE and $1.029 million (63.6% of the total and 2.4% of personnel budget).
- Operating expense reductions total $589,000 (36.4% of total and 10.2% of operating budget).
- 15.62 FTE represent 2.5% of total FTE (612.84).
- 9.75 of the 15.62 FTE are currently filled and 5.87 FTE are vacant.

# Contingency Reductions - Budget

| | Budget | Reduction | % Budget | % Target | % Total |
|---|---|---|---|---|---|
| Main | $ 12,769,730 | $ 479,214 | 3.8% | 79.2% | 29.6% |
| Branch | $ 12,888,269 | $ 368,704 | 2.9% | 60.4% | 22.8% |
| Children & Youth S | $ 6,369,096 | $ 194,731 | 3.1% | 64.6% | 12.0% |
| Technical Services | $ 3,850,661 | $ 86,776 | 2.3% | 47.6% | 5.4% |
| Automation | $ 3,261,149 | $ 102,791 | 3.2% | 66.5% | 6.4% |
| Info. Resource Mgt. | $ 5,127,992 | $ 60,000 | 1.2% | 24.7% | 3.7% |
| Operations | $ 6,839,044 | $ 143,888 | 2.1% | 44.4% | 8.9% |
| Public Affairs | $ 1,061,787 | $ 50,237 | 4.7% | 99.9% | 3.1% |
| Administration | $ 2,837,262 | $ 131,759 | 4.6% | 98.0% | 8.1% |
| **Total** | **$ 55,004,990** | **$ 1,618,100** | **2.9%** | **62.1%** | **100.0%** |

# Contingency Reductions - FTE

| | Budget | Reductions | % Budget | % Proposed |
|---|---|---|---|---|
| Main | 181.92 | 7.88 | 4.3% | 84.0% |
| Branch | 178.75 | 2.00 | 1.1% | 42.1% |
| Children & Youth Services | 73.2 | 2.00 | 2.7% | 50.0% |
| Technical Services | 49.78 | 1.00 | 2.0% | 50.0% |
| Automation | 12.97 | 0.00 | 0.0% | 0.0% |
| Info. Resource Mgt. | 9.69 | 1.00 | 10.3% | 33.3% |
| Operations | 72.08 | 0.00 | 0.0% | 0.0% |
| Public Affairs | 13.22 | 0.50 | 3.8% | 100.0% |
| Administration | 21.25 | 1.25 | 5.9% | 45.4% |
| **Total** | **612.86** | **15.63** | **2.6%** | **50.6%** |

# Contingency Reductions – FTE

| | Main | Branch | OCYS | IRMO | Tech Srvcs | Public Affairs | Admin | Total |
|---|---|---|---|---|---|---|---|---|
| Librarian I | 2.50 | 1.00 | 2.00 | | | | | 5.50 |
| Librarian II | | 0.50 | | | | | | 0.50 |
| Librarian Technician | 1.00 | | | 1.00 | 0.50 | | | 2.50 |
| Library Assistant | 2.00 | 0.50 | | | | | | 2.50 |
| Library Page | 2.38 | | | | 0.50 | | 0.25 | 3.13 |
| Curator II | | | | | | 0.50 | | 0.50 |
| Payroll Clerk | | | | | | | 1.00 | 1.00 |
| TOTAL | 7.88 | 2.00 | 2.00 | 1.00 | 1.00 | 0.50 | 1.25 | 15.63 |

# Main Library

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| A/V Desk & Listening Stations | 2.0<br>1.0 | Library Asst. I (two full-time pos)<br>Library Page (two half-time pos) | $161,239 | Mitigate thru strategic redesign of 1st Floor services via POE and move of Technical Services to SSC. |
| Borrower Services | 1.00 | Library Page (2 half-time pos.) | $41,991 | Strategic redesign of 1st Floor services via POE and move of Technical Services to SSC. |
| General Collections | 1.50 | Librarian I (one full-time; one half-time) | $117,660 | Readjust schedules to cover desk. |
| Business/Science/Techn Ctr. | 1.00 | Librarian I (full-time pos) | $78,440 | Readjust schedules to cover desk. |
| SF History Room | 1.00 | Library Techn I (full-time pos.) | $67,872 | Readjust schedules to cover desk. |
| Library for the Blind | 0.38 | Library Page (15 hr/wk pos) | $12,012 | No impact Tasks performed will go away with new ILS. |
| Total | 7.88 | | $479,214 | |

# Branch Libraries

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Tool Lending Center | 0.00 | | $175,000 | Eliminate funding for the Tool Center. |
| Mission Bay Branch Library | 0.50 | Librarian II | $36,473 | Delay hiring of position until January 2004. Opening of the new branch delayed to 2004-05. |
| Mission Branch Library | 0.50 | Library Asst. I | $28,583 | Will result in incremental loss of service. |
| System-wide Floater | 1.00 | Librarian I | $88,648 | FT position providing backup for leaves and vacation. Represents 9.7% reduction to this workforce. |
| Material & Supplies | 0.00 | | $40,000 | Reduce allotment by 27%. From $5,700/branch to $4,200/branch. |
| Total | 2.00 | | $368,704 | |

# Children & Youth Services

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Main Children's Center | 1.00 | Librarian I | $80,014 | Service impact manageable through scheduling adjustments. |
| Juvenile Hall | 1.00 | Librarian I | $72,563 | Juvenile Hall service is non-core activity. |
| Materials & Supplies | 0.00 | | $20,000 | Reduction to material & supplies alltoment in Technical Srvcs. |
| Equipment Maintenance | 0.00 | | $22,154 | Maintenance covered under new ILS agreement. |
| Total | 2.00 | | $194,731 | |

# Technical Services

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Equipment maintenance | 0.00 | | $20,576 | Inovaq maintenance. Costs covered by new ILS contract. |
| Materials & Supplies | | | $12,600 | Reduce allotment for Acquisitions, Catalog, and Preservation. |
| Cataloging | 0.13 | Library Page | $5,500 | Reduce time-base from 20 hrs/wk to 15 hrs/wk. |
| Cataloging | 0.37 | Library Page | $12,587 | Eliminates a 15 hour/wk page position. |
| Acquisitions | 0.50 | Library Techn I | $35,513 | New positon in 02-03 currently vacant. Positon never filled. |
| Total | 1.00 | | $86,776 | |

# Automation

| Description | FTE | Classification | | Comment |
|---|---|---|---|---|
| Equipment Maintenance | 0.00 | | $69,046 | DRA system related. Costs covered through new ILS contract. |
| DP Equip. & Supplies | 0.00 | | $20,000 | 9.8% cut in allotment. Will result in nominal loss of purhcasing power. |
| Internet Service Charges | 0.00 | | $13,745 | No impact. Funds budgeted for one-time cost in CY. |
| **Total** | **0.00** | | **$102,791** | |

# Information Resource Mgt.

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Eliminate position in Community Services Directory program. | 1.00 | Library Techn I | $60,000 | Cutting position will diminish the ability to maintain the database. Look for other data aggregators to assume responsibility. |
| Total | 1.00 | | $60,000 | |

# Operations

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Building Materials & Supplies | 0.00 | n/a | $14,000 | 6% cut. Reduces allotment from $221,000 to $207,000. |
| Equipment maintenance & supplies | 0.00 | n/a | $41,000 | 24% cut. Reduces allotment from $169,000 to $128,000. |
| Equip. Maintenance Repair | 0.00 | n/a | $5,000 | Cuts funds budgeted for replacement and repair of custodial equipment. |
| Modify equipment maintnenace contracts to "time & material". | 0.00 | n/a | $83,888 | 26% savings. From $320,388 to $236,500. Will not impact critical fire, life, safety systems. Will result in slower response to routine maintenance. |
| Total | 0.00 | | $143,888 | |

# Public Affairs

| Description | FTE | Classification | | Comment |
|---|---|---|---|---|
| Eliminate half-time position in Exhibits | 0.50 | Curator II | $36,237 | Will result in fewer programs and fewer opportunities to develop in-house exhibits |
| Reduce funds for reproduction & mailing | 0 00 | n/a | $5,000 | 6.6% cut in work order with City Reproduction. From $75,860 to $70,860. Fewer items printed, designed, mailed. |
| Reduce funds for materials & Supplies | 0.00 | n/a | $5,000 | 20% cut in budgets for Exhibits & Programming and Media Services. |
| Reduce funds for equipment maintenance | 0 00 | n/a | $4,000 | 10 2% cut. From $39,100 to $35,100. Maintenance for Main A/V equipment. |
| **Total** | 0.50 | | **$50,237** | |

# Administration

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| City Librarian | 0.00 | n/a | $18,673 | Reduce various service and supply accounts. |
| Finance | 0.00 | n/a | $2,300 | Reduce operating funds by 20%. |
| Human Resources | 0.00 | | $10,534 | Eliminate funds for proposed upgrades. |
| Human Resources | 0.00 | | $11,880 | Reduce training funds. 11% reduction. |
| Human Resources | 0.00 | | $5,000 | Reduce materials & supplies allotments. |
| Human Resources | 1.00 | 1220 Payroll Clerk | $66,560 | Mitigate though implementation of on-line timekeeping. |
| Human Resources | 0.00 | n/a | $8,269 | Reduce OT allotment from $9,769 to $1,500. |
| Human Resources | 0.25 | 3602 Library Page | $8,543 | Eliminate 10 hour page position. |
| **Total** | **1.25** | | **$131,759** | |

## Contingency Reductions

1. Implemented only if revenue falls short of current estimates or if baseline costs exceed current estimates.
2. Cuts not made "across the board". Proposals reviewed and prioritized. Recommended cuts represent 62% of target – 38% of proposed reductions not taken.
3. Cuts will impact service and operations. However, concerted effort made to maintain critical public services, the book budget, and facilities maintenance.
4. Cuts reflect 10% reduction to operating expense budget and 2.4% of personnel budget. Given the magnitude of the reduction, FTE reductions cannot be avoided.

## Recommended Actions

*1.* ***Approve*** the Library's $55.126 million estimated baseline budget. Including baseline adjustments of $432,000 and a contingency of $1.170 million to cover up to a 3% salary increase.

*2.* ***Approve*** an allocation of $1.417 million from LPF reserves for one-time projects and expenses .

*3.* ***Approve*** the Library's $1.6 million contingency reduction plan. Plan based on 5% of projected General Fund allocation in 2003-04.

# Next Steps

- **February**
  - Prepare and submit baseline budget and contingency reduction plan (2/21/03) to the Controller and Mayor.
  - Present prioritized list of Budget Change Concepts (new or enhanced spending proposals) to the Commission for discussion/action. Submit Commission approved plan to Mayor.
- **March/April/May**
  - Board of Supervisors department hearings.
  - Collective bargaining agreements to the Board (April).
  - Controller's updated revenue forecast (May)
  - Add new spending proposals to budget if funds are available.
    - Dependent on revenue forecast and collective bargaining.
- **June/July**
  - BoS Budget Hearings

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

December 30, 2002

To: Library Commissioners
Susan Hildreth, City Librarian

Fr: George Nichols, Finance Director

**RE: Budget Planning Report – FY 2003-04 Budget Recommendations**

This report contains three recommendations regarding the Library's FY 2003-04 budget.

1. **Approve the Library's baseline budget and baseline adjustments.** Baseline adjustments have been discussed previously with the Commission and are outlined again in this report.

2. **Approve one-time budget proposals funded by reserve balances in the Library Preservation Fund (LPF).** An analysis of the LPF reserve balance and a description of one-time funding proposals are outlined in this report.

3. **Approve the Library's contingency reduction plan.** The Library is required by the Mayor to submit a contingency reduction plan equal to 5% of estimated General Fund ($1.6 million). The plan is to be submitted separately from the budget we provide the Mayor in February. Contingency reductions will not be incorporated into the budget unless revenue falls below current projections or costs exceed current estimates.

*Updated Revenue Estimates Received*

On December 6, 2002 we received the Controller's revised General Fund (GF) revenue forecast for the current year (2002-03) and budget year (2003-04). The Controller's latest projection indicates that revenue allocable to the Library under City Charter Section 16.109 is better than assumed or planned based on direction received prior to December 6th. According to the Controller's latest revenue forecast:

1. ***The Library will not have to cut costs in the current fiscal year.*** The GF baseline allocation required by the Charter is slightly higher than the amount appropriated to the Library in the Annual Appropriation Ordinance (AAO) for 2002-03.

2. ***The Library will not have to cut its budget to cover estimated baseline budget cost increases in 2003-04.*** The GF baseline requirement projected by the Controller is $1.2 million higher than the amount appropriated in the current year and is sufficient to cover anticipated increases in our baseline budget.

Although the Library will not have to cut its budget to cover baseline cost increases, it still must prepare a 5% contingency reduction plan. Based on a GF forecast of $32.354 million, the Library has prepared a reduction plan totaling $1.6 million. The plan, once approved by the Commission, will be submitted to the Mayor with our proposed 2003-04 budget. Contingency reductions will be incorporated into the budget only if revenue falls below current projections or if baseline costs increase over current estimates. Decisions to incorporate reductions in the

budget will be made in April or May 2003 and will be dependent on the Controller's nine-month revenue forecast prepared in May and on the outcome of collective bargaining.

. *Library Revenue: City Charter Section 16.109*

The Controller is currently projecting a $1.220 million increase in General Fund allocations for 2003-04 over the amount appropriated in the current year. General Fund is projected to increase 3.9% from $31.134 million to $32.354 million. Property tax allocations are currently projected to increase $400,000 over the amount appropriated in the current year. Property tax dollars will increase 1.8% from $22.390 million to $22.790 million. Total revenue received under the Charter requirement will increase by 3% or $1.620 million – from $53.524 million to $55.144 million. Estimated revenue changes are summarized on Attachment A.

*Library Baseline Cost Adjustments*

Excluding negotiated general salary increases which are unknown at this time the Library's baseline budget is expected to increase by $432,000 – from $53.524 million to $53.956 million (0.8%). Assuming up to a 3% negotiated general salary increase, the Library's baseline budget would increase by an additional $1.170 million – from $53.956 to $55.126 million (2.2%). Each 1% increase in salaries is equal to approximately $390,000 in salaries and related fringe benefits. The Mayor has stated that there are no dollars in 2003-04 for salary increases; however, given direction to absorb all baseline cost increases within our revenue base, we believe it prudent at this time to set funds aside for this purpose. Based on the Controller's current revenue forecast, the Library would have sufficient funds to cover baseline increases including a negotiated general salary increase up to 3%. Baseline budget adjustments are summarized on Attachment A.

If negotiated salary increases are less than 3%, the Library's baseline budget would actually be less than projected revenue and additional items could be added or funded. As a first priority, the Library would recommend increasing the book budget by 3% consistent with the increase in revenue. The Library has prepared Budget Change Concepts (new funding proposals) that could be included in the budget if revenue is available to support them. These proposals are in addition to programs and activities funded in the baseline budget and would be added only after discussion and approval by the Library Commission.

New funding proposals will not be included in the budget submitted to the Mayor in February. We plan to present recommendations on budget augmentations to the Library Commission in a subsequent meeting. We expect to know whether we can add items to the budget in April or May 2003. Decisions will hinge on the outcome of collective bargaining and the Controller's nine-month revenue forecast issued in May 2003.

***Library Preservation Fund Reserves***

Library Preservation Fund reserves currently total $3.532 million. This is 6.4% of estimated revenue. It is Commission policy to maintain a reserve of at least 3%. A 3% reserve is $1.654 million. Assuming we maintain a 3% reserve, $1.878 million could be budgeted for one-time projects not funded in the baseline budget. We propose budgeting $1.417 million from the reserve to cover the 2nd year cost of the new integrated library system ($545,000); to purchase a new delivery truck for the materials distribution program ($40,000); continue funding for the Branch Library Maintenance and Repair Program ($200,000) and the final year of the Branch Library Telephone System Replacement Project ($270,000); continue funding of the PC replacement program ($300,000); and to fund equipment and start-up services for the new Support Services Center ($62,300). Funding these items from the reserve would leave a balance of $2.115 million – 3.84% of estimated revenue in 2003-04. This analysis is also summarized on Attachment A.

*Contingency Reduction Planning*

The Library initially prepared $2.6 million in reductions based on revenue projections received prior to December 6th. Reduction proposals were prepared on the assumption that revenue allocations made to the Library in 2003-04 under Charter Section 16.109 would not increase from current year levels and that cost increases anticipated in 2003-04 would have to be absorbed within this revenue base. As instructed by the Mayor, we prepared reduction

proposals totaling $1.1 million to align estimated baseline costs (which are increasing) with estimated revenue (which the Controller estimated would remain flat); and $1.5 million in contingency reductions. Given the City Controller's revised revenue forecast it will not be necessary to cut the budget to accommodate baseline cost increases. The Library will be able to cover baseline cost increases within its projected revenue base

The Library however. is still required by the Mayor to prepare a contingency reduction plan equal to 5% of its projected General Fund. Based on a General Fund forecast of $32.354 million a 5% reduction is equivalent to $1.6 million. Contingency reductions are summarized on Attachments B.1 (by priority) and B.2 (by division). As indicated, reductions will not be incorporated into the proposed budget we submit to the Mayor in February. They could however. be incorporated after the budget is submitted if revenue falls below current projections or if baseline costs exceed current estimates.

Budget cuts of this magnitude will impact to some degree services and programs offered by the Library. In developing its reduction plan. the Library endeavored to minimize impacts on direct public service; minimize impacts on mission-critical. core library services and programs; maintain capacity to care for its physical infrastructure: and to maintain the book budget.

*Budget Reduction Planning Process*

Division Chiefs were tasked with identifying $2.6 million in reductions based on revenue projections provided by the Controller prior to December 6th and on in-house estimates of baseline cost increases[1]. Of the $2.6 million reduction, $1.1 million were necessary to align the baseline budget with projected baseline revenue; and, $1.5 million were contingency cuts that would be implemented only if revenue fell short of projections or costs were greater than estimated.

Each division was assigned a reduction target. Division targets were determined by prorating the cut ($2.6 million) among the divisions based on their current budget. This worked out to be 4.7% of each division's budget. The target was a minimum and Chiefs were asked to consider reductions that exceeded their targeted level in order to provide flexibility and discretion in decision-making. A total of $2.991 million in reduction proposals were submitted. Chiefs were instructed to propose cuts that would least impact public service or operations in their respective program areas.

Because the Controller's updated revenue forecast mitigates the need for reductions to cover baseline budget cost increases, reductions the Library prepared are significantly less than expected. This facilitated reduction planning as it broadened the pool of proposed cuts from which to choose and allowed the Library to prioritize reduction proposals based on the criteria described previously.

The City Librarian, the Deputy City Librarian, and the Finance Director reviewed the proposals prepared by each Chief and prepared a preliminary list of reduction priorities totaling $1.6 million. In preparing the list, the group was mindful of comments made by individual Commissioners regarding core vs. non-core services and programs.

The preliminary list developed by the City Librarian, the Deputy City Librarian, and the Finance Director was discussed with the Library's Management Team and revised based on their comments and additional discussions between the Chiefs and the City Librarian and the Deputy City Librarian. The list of priority reductions before the Commission is a product of this process.

*Description of Reductions*

The Library's recommendations are made up of forty-four individual reductions that total $1,618,100. Personnel reductions total 15.62 FTE and $1.029.238 or 63.6% of the total reduction; and operating expense reductions total $588,862 or 36.4% of the total. The ratio of personnel reductions to operating expense reductions is not surprising. With close to 90% of the Library's budget committed to staff and books, cutting $1.6 million out of the budget will

require some reduction in staffing. Excluding the book budget, the proposed contingency reduction plan reflects a 10.2% reduction to the Library's operating expense budget. In contrast, the proposed reduction in personnel reflects only a 2.4% cut to the personnel budget.

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[1] Baseline Budget reflects the funding necessary to continue existing services and programs offered by the Library into the next fiscal year.

With regard to personnel reductions, of the 15.62 FTE:

- 9.75 FTE or 62.4% are currently filled positions and 5.87 FTE or 37.6% are vacant positions.

- 11.88 FTE are public service positions in the Main (7.88), Branch (2.0), or Children's Program (2.0). They include Librarian (6.0), Library Technician (2.0), Library Assistant (2.5), and Library Page (2.38) positions; 1.25 FTE are administrative positions; and, 2.49 FTE are support positions in Public Affairs (0.5), Technical Services (1.0), and Information Resource Management (1.0).

- The 15.62 FTE represents 2.5% of the Library's FTE base of 612.86.

With respect to operating expense reductions:

- The Library would eliminate $175,000 in grant funds budgeted for the Tool Lending Center; $131,776 in equipment and DRA system maintenance funds that won't be needed as services are covered by the contract with Innovative Interfaces for the new integrated library system; and, $13,745 for non-recurring internet service line charges. These items total $320,521, constitute 54.4% of operating expense reductions, and would not impact direct services or operations. With the exception of funding for the Tool Lending Center, the loss of these funds represents mainly a loss of opportunity to redirect these funds for other program uses.

- The balance of operating expense reductions totaling $268,341 (45.6%) will affect services or operations if implemented. Included in this group is $150,473 reduction to various materials and supply budgets, $92,888 reduction in equipment service and maintenance funds; $11,880 reduction in training funds; $7,500 reduction in travel funds, and $5,000 reduction in mailing and reproduction services.

With respect to reductions by program:

- As a percent of targeted reductions, Public Affairs and Administration had the highest percentage taken – 99.9% and 98%, respectively. These two divisions are followed by the Main (79.2%); Automation (66.5%); Children's (64.5%); Branch (60.4%); Technical Services (47.6%); Operations (44.4%); and, IRMO (24.7%).

- As a percent of division budget, Public Affairs and Administration take the biggest hits – 4.7% and 4.6% respectively. Public Affairs and Administration are followed by the Main (3.7%); Children's (3.1%); Automation (3.1%); Branch Libraries (2.9%); Operations (2.2%); Technical Services (2.2%); and IRMO (1.1%).

- As a percent of the total reduction, the Main Library and the Branch Library divisions take the largest cuts – $479.214 (29.6%) and $368,704 (22.8%), respectively. The Main and the Branch divisions are followed by Children's Programs $194,731 (12%); Operations $143,888 (8.9%); Administration $131,759 (8.2%); Automation $102,791 (6.3%); Technical Services $86,776 (5.4%); IRMO $60,000 (3.7%); and Public Affairs $50.237 (3.1%). Attachment C summarizes these statistics.

***Analysis of Proposed Contingency Reductions***

Given the magnitude of the potential reduction, service and operational impacts cannot be wholly avoided. If implemented, there would be fewer FTE providing service, fewer dollars for program materials and supplies, fewer dollars for equipment maintenance, and fewer dollars for training and business travel. Although impacts cannot be avoided, the staff's recommendations will least impact services and operations.

- **Main Library ($479,214):** Reductions in the Main Library are all personnel related. Excluding non-discretionary funds for equipment maintenance and contract funds for the Public Copy and Print Program, the Main Library has only $119,000 for discretionary program materials and supplies. Reductions to this budget are not feasible. Proposed FTE reductions in the Main would be mitigated through strategic redesign of first floor operations in conjunction with POE improvements and the move of Technical Services to the Support Services Center at 190 9th Street. This includes staff reductions at the A/V desk and listening stations (3.0 FTE) and in Borrower Services (1.0 FTE). Staff reductions in the Business/Science/Technology Center (1.0 FTE), General Collections (1.5 FTE), and the S.F. History Room (0.5 FTE), could be mitigated by increasing the number of hours individuals spend at a service desk or through the adjustment of work schedules. The proposed reduction in the Library for the Blind (0.38 FTE) would have no impact on the program, as tasks performed would be eliminated with implementation of the new integrated library system.

- **Branch Libraries ($368,704):** Reductions include funding for the Tool Lending Center ($175,000); program materials and supplies ($40,000); and 2.0 FTE ($153,704). FTE reductions in the Branch have been kept to a minimum. FTE reductions include 0.5 Librarian II for the new Mission Bay Branch Library – now expected to open in FY 2004-05; a full-time Librarian I floater; and a half-time Library Assistant I at the Mission Branch. The Branch Division currently has 10.3 floater FTE. The proposed reduction of 1.0 Librarian floater represents a 9.7% reduction in this workforce. The loss of a Librarian I floater and a half-time Library Assistant will result in incremental but not significant reduction in service. The reduction in materials and supplies represents a 27% cut to this budget – approximately $1,500 per branch. Branch allocations would decline from $5,700/branch to $4,200/branch.

- **Office of Children and Youth Services ($194,731):** Reductions include funding for equipment maintenance ($42,154) no longer needed with the implementation of the new integrated library system and 2.0 FTE ($152,557). FTE reductions have been kept to a minimum. Reductions include 1.0 Librarian I in the Main Library Children's Center and 1.0 Librarian I serving Juvenile Hall. The Juvenile Hall program is a non-core, non-traditional service that will be eliminated if reductions become necessary and coverage in the Children's Center would be addressed through scheduling adjustments.

- **Technical Services ($86,776):** Reductions include equipment maintenance ($20,576); materials and supplies ($12,600); and 1.0 FTE ($53,600). The reduction in equipment maintenance will not materially affect the program as maintenance is provided through the contract with Innovative Interface for the new integrated library system. The cut in funding for materials and supplies represents a 7.2% reduction to the division's materials and supplies budget and will result in a minor diminishment in purchasing ability. The FTE reductions will not materially affect operations.

- **Automation ($102,791):** Reductions include equipment maintenance ($69,046); data processing materials and supplies ($20,000); and Internet service charges ($13,745). Cutting equipment maintenance will not affect the program, as maintenance will be provided through the contract with Innovative Interface, Inc. for the new integrated library system. The loss of funds budgeted for Internet service charges have no impact as these funds were budgeted in the current year to cover a one-time cost. The reduction to the materials and supplies budget is a 9.8% cut that will reduce the budget from $203,000 to $183,000 and lead to a nominal loss of purchasing power.

- **Information Resource Management ($60,000):** Savings would be achieved by cutting a Librarian Technician I position in the Community Services Directory program. This program provides access to a directory of San Francisco-based community organizations and government services. Cutting this position would diminish the ability to maintain the database and the Library would explore the potential of other data aggregators to take over responsibility of the database.

- **Operations & Maintenance ($143,888):** Savings would be achieved by cutting building material and supplies ($14,000); equipment maintenance supplies ($41,000); equipment maintenance repair ($5,000);

and by modifying equipment maintenance contracts from annual service and maintenance agreements to time and materials agreements ($83,888). The reduction in building materials and supplies is a 6% cut that reduces this allotment from $221,000 to $207,000. The reduction in equipment maintenance supplies is a 24% cut that reduces the allotment from $169,000 to $128,000. Modifying equipment service maintenance contracts to time and material only is a 26% cut that reduces this allotment from $320,388 to $236,500. Reductions are manageable if they become necessary. All critical building systems and equipment (HVAC; Fire, Life, Safety; Elevators, etc.) will be maintained. However, cuts will in some cases result in slower response to routine maintenance requests.

- **Public Affairs ($50,237):** Reductions reflect a 4.7% cut in total spending for this program. Along with Administration, Public Affairs would take the largest percentage cut to its budget. Savings would be achieved by cutting a half-time Curator II position ($36,237); and by reducing funds for reproduction and mailing ($5,000); materials and supplies ($5,000); and equipment maintenance ($4,000).

- **Administration ($131,759):** Reductions reflect a 4.6% cut in total spending in this program. Along with Public Affairs, Administration would take the largest percentage cut to its budget. Savings would be achieved by cutting a Payroll Clerk position ($66,560) and a 0.25 Library Page position ($8,543); and by eliminating funds for reclassification of 2.0 Payroll Clerk positions ($10,534). Other savings would be achieved through reductions in overtime ($8,269); training ($11,880); travel ($7,500) and various materials, supplies, and services allotments ($18,473). Although, the most egregious cut would be the loss of a Payroll Clerk, the impact could be mitigated through the implementation of an on-line time-keeping system. Other reductions are manageable although they will result in less staff training, less business travel, and diminished purchasing power.

***Reduction Proposals not Recommended***

A total of $2.991 million in reductions were prepared, reviewed, and prioritized by staff. Of this total, $1.373 million in suggested cuts are not being recommended, as they do not meet the criteria referenced previously in this report. The cuts we are not recommending would, we believe, more severely impact public service, significantly reduce our capacity to maintain facilities and protect the public who use our facilities; and reduce spending for books and other material for the collection. This group of reductions included additional public service staff in the Main (1.0) and the Branch Libraries (3.75) including floaters and part-time as needed staff; custodial and security staff in Operations (4.5); and support staff in Technical Services (1.0), and Administration (1.5).

Please call me at (415) 557-4248 if you have questions prior to the January 7th meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen McKeon, Budget Officer

12/[illegible]/2002

**ATTACHMENT A**

# BUDGET PLANNING ESTIMATES

Revenue Expenditures

## LIBRARY PRESERVATION FUND (REVENUE & BUDGET)

| 2003-04 | Baseline Budget | 5% Contingency Reductions | Revised |
|---|---|---|---|
| **Sources** | | | |
| Gen Fund | $ 32,354,000 | $ (1,617,700) | $ 30,736,300 |
| Prop Tax | $ 22,790,000 | $ - | $ 22,790,000 |
| **Total** | **$ 55,144,000** | **$ (1,617,700)** | **$ 53,526,300** |
| **Budget** | | | |
| **Base** | **$ 53,524,097** | **$ (1,617,700)** | **$ 51,906,397** |
| Onetime Adj. | $ (492,867) | $ - | $ (492,867) |
| Annualized Costs (MOU) | $ 49,290 | $ - | $ 49,290 |
| Annualized Costs (FTE) | $ 53,750 | $ - | $ 53,750 |
| Retirement Add-back | $ 120,757 | $ - | $ 120,757 |
| 1-Day Add | $ 146,265 | $ - | $ 146,265 |
| Attrition Adj. | $ 194,784 | $ - | $ 194,784 |
| Step M | $ 57,875 | $ - | $ 57,875 |
| Rent Increases | $ 18,000 | $ - | $ 18,000 |
| Work Order (5%). | $ 69,642 | $ - | $ 69,642 |
| Bldg/Equip Maint (5%) | $ 54,554 | $ - | $ 54,554 |
| SSC - 190-9th | $ 159,735 | $ - | $ 159,735 |
| **Subtotal** | **$ 53,955,882** | **$ (1,617,700)** | **$ 52,338,182** |
| **Unknown Costs** | | | |
| MOU COLA (est 3%) | $ 1,170,000 | $ - | $ 1,170,000 |
| Health Premium Adjust. | $ - | $ - | $ - |
| **Total Budget** | **$ 55,125,882** | **$ (1,617,700)** | **$ 53,508,182** |
| **Variance (Revenue - Budget)** | **$ 18,118** | **$ -** | **$ 18,118** |

## LIBRARY PRESERVATION FUND RESERVE

| Balance (7/1/02) | Calculated 3% Reserve | Available to Maintain 3% Reserve | Recommend-ed Use | Adjusted Balance Available | Remaining Reserve Balance |
|---|---|---|---|---|---|
| **$ 3,532,376** | **$ 1,654,320** | **$ 1,878,056** | **$ 1,417,300** | **$ 460,756** | **$ 2,115,076** |
| **6.41%** | **3.00%** | | | | **3.84%** |

| **ONE-TIME PROJECTS** | | |
|---|---|---|
| Integrated Library System | $ 545,000 | Year 2 of 3 |
| Branch M&R | $ 200,000 | Maintenance & Repair Projects |
| PC Replacement Program | $ 300,000 | Technology refreshment |
| Delivery Truck | $ 40,000 | Distribution Services |
| Branch Telephone Projects | $ 270,000 | Final Phase of Upgrade Program |
| SSC Equipment/OT Srvcs | $ 62,300 | Equip., security system setup, book trucks |
| **TOTAL** | **$ 1,417,300** | |

# FY 2003-04 CONTINGENCY REDUCTIONS
(By Priority)

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| 1 | Admin (CL) | Reduce various service/supply accounts. Includes travel ($7,500), professional rrvcs, materials & supplies, other office supplies. | 0.00 | | | $ 18,673 |
| 1 | Admin (HR) | Downgrade (reclass) 2 payroll clerk positions | | | | $ 10,534 |
| 1 | Automation | SBC/Pacific Bell Internet Access charges (budget adjustment). | 0.00 | | | $ 13,745 |
| 1 | Branch | Eliminate grant to Tool Lending Center | | | | $ 175,000 |
| 1 | Branch | Eliminate Librarian II -- Mission Bay Branch Library | 0.50 | V | 3632 Librarian II | $ 36,473 |
| 1 | Childrens | Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds | 0.00 | | | $ 42,154 |
| 1 | Main | Eliminate 1.0 3630 Librarian I in General Collections | 1.00 | V | 3630 Librarian I | $ 78,440 |
| 1 | Main | Eliminate 1.0 3602 Page - Library for the Blind | 0.38 | F | 3602 Library Page | $ 12,012 |
| 1 | Operations | Further reductions in materials & supplies budgets for all crafts. | 0.00 | | | $ 41,000 |
| 1 | Operations | Eliminate Johnson Control Maintenance Contract | 0.00 | | | $ 17,000 |
| 1 | Public Affairs | Reduce programming and exhibitions staff by 0.5 3542 Curator II. | 0.50 | F | 3542 Curator II | $ 36,237 |
| 1 | Public Affairs | Reduce budget for repair/replacement of exhibit cases. | 0.00 | | | $ 2,000 |
| 1 | Techn Srvcs | Innovacq maintenance service funds. | 0.00 | | | $ 20,576 |
| 1 | Techn Srvcs | Reduce 20 hour/wk page to 15 hour/wk page. | 0.13 | V | 3602 Library Page | $ 5,500 |
| 1 | Techn Srvcs | Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation | 0.00 | | | $ 12,000 |
| | Subtotal | | 2.50 | | | $ 521,344 |
| 2 | Admin (FO) | Reduce operating funds 20% | 0.00 | | | $ 2,300 |
| 2 | Admin (HR) | Reduce training funds | 0.00 | | | $ 11,880 |
| 2 | Automation | Reduce funds budgeted for service and software maintenance. | 0.00 | | | $ 69,046 |
| 2 | Operations | Reduce equipment repair funds for custodial equipment. | 0.00 | | | $ 5,000 |
| 2 | Public Affairs | Reduce budget for graphic materials & supplies | 0.00 | | | $ 1,500 |
| 2 | Techn Srvcs | Eliminate access to RLIN bibliographic utility. | 0.00 | | | $ 600 |
| 2 | Techn Srvcs | Eliminate 15 hour/wk Library Page in Catalog Dept. | 0.38 | F | 3602 Library Page | $ 12,587 |
| | Subtotal | | 0.38 | | | $ 102,913 |
| 3 | Automation | Reduce funds budgeted for data processing supplies. | 0.00 | | | $ 20,000 |
| 3 | IRMO | Eliminate SF Community Services Directory (Community Connection) | 1.00 | F | 3616 Library Techn I | $ 60,000 |
| 3 | Main | Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds. | 3.00 | F<br>F | 3610 Library Assistants<br>3602 Library Page | $ 161,239 |
| 3 | Operations | Reduce materials & supply budgets for crafts. | 0.00 | | | $ 14,000 |
| 3 | Operations | Modify/reduce equipment service & maintenance contracts (time & material only). | 0.00 | | | $ 66,888 |
| 3 | Public Affairs | Reduce work orders for reproduction and mail services | 0.00 | | | $ 5,000 |
| 3 | Public Affairs | Reduce audi-visual equipment maintenance funds | 0.00 | | | $ 4,000 |
| 3 | Techn Srvcs | Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions. | 0.50 | V | 3616 Library Techn I | $ 35,513 |
| | Subtotal | | 4.50 | | | $ 366,640 |
| 4 | Admin (HR) | Reduce various operating budget line-items | 0.00 | | | $ 5,000 |
| 4 | Childrens | Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center | 1.00 | V | 3630 Librarian I | $ 80,014 |
| 4 | Main | Eliminate 2 half-time 3602 positions in Borrower Services | 1.00 | F | 3602 Library Page | $ 41,991 |
| 4 | Public Affairs | Reduce media production supplies | 0.00 | | | $ 1,500 |
| | Subtotal | | 2.00 | | | $ 128,505 |
| 5 | Admin (HR) | Eliminate one full-time 1220 Payroll Clerk position. | 1.00 | F | 1220 Payroll Clerk | $ 66,560 |
| 5 | Branch | Reduce supply and equipment budget 3%. | 0.00 | | | $ 40,000 |
| 5 | Branch | Eliminate full-time 3630 Librarian I (floater) | 1.00 | F | 3630 Librarian I | $ 88,648 |
| 5 | Childrens | Eliminate full-time 3630 Librarian I position serving Juvenile Hall | 1.00 | F | 3630 Librarian I | $ 72,563 |
| 5 | Main | Eliminate Librarian I in Business/Science/Technology | 1.00 | V | 3630 Librarian I | $ 78,440 |
| | | | 4.00 | | | $ 346,211 |
| 6 | Admin (HR) | Reduce overtime funds | 0.00 | | | $ 8,269 |
| 6 | Branch | Eliminate half-time Library Assistant I - Mission Branch | 0.50 | V | 3610 Library Assistant | $ 28,583 |
| 6 | Main | Eliminate full-time Library Technian in SF History | 1.00 | V | 3616 Library Techn I | $ 67,872 |

## FY 2003-04 CONTINGENCY REDUCTIONS
(By Priority)

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| | **Subtotal** | | 1.50 | | | $ 104,724 |
| 7 | Admin (HR) | Eliminate 3602 Position | 0.25 | V | 3602 Library Page | $ 8,543 |
| 7 | Main | Eliminate Librarian I in General Collections | 0.50 | F | 3630 Librarian I | $ 39,220 |
| | | | 0.75 | | | $ 47,763 |
| **TOTAL RECOMMENDED REDUCTIONS** | | | 15.62 | | | $ 1,618,100 |

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| **OTHER APPROVED CUTS NOT REQUIRED AT 5% REDUCTION LEVEL** | | | | | | |
| 7 | Techn Srvcs | Eliminate 1424 Clerk Typist (COATS and Acquisitions) | 1.00 | F | 1424 Clerk Typist | $ 55,011 |
| 8 | Main | Eliminate half-time 3630 Librarian I (Patent & Trademark Center) | 0.50 | F | 3630 Librarian I | $ 39,220 |
| 9 | IRMO | Eliminate Chief of IRMO position | 1.00 | V | 3643 Librarian IV | $ 118,750 |
| | **Subtotal** | | 2.50 | | | $ 212,981 |
| **PROPOSED REDUCTIONS NOT RECOMMENDED** | | | 12.75 | | | $ 1,159,884 |
| **TOTAL PROPOSED REDUCTIONS PREPARED** | | | 30.87 | | | $ 2,990,965 |

# FY 2003-04 CONTINGENCY REDUCTIONS
(By Division)

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| 1 | Admin (CL) | Reduce various service/supply accounts Includes travel ($7,500), professional srvcs, materials & supplies, other office supplies | 0.00 | | | $ 18,673 |
| 2 | Admin (FO) | Reduce operating funds 20% | 0.00 | | | $ 2,300 |
| 1 | Admin (HR) | Downgrade (reclass) 2 payroll clerk positions | 0.00 | | | $ 10,534 |
| 2 | Admin (HR) | Reduce training funds | 0.00 | | | $ 11,880 |
| 4 | Admin (HR) | Reduce various operating budget line-items | 0.00 | | | $ 5,000 |
| 5 | Admin (HR) | Eliminate one full-time 1220 Payroll Clerk position | 1.00 | F | 1220 Payroll Clerk | $ 66,560 |
| 6 | Admin (HR) | Reduce overtime funds | 0.00 | | | $ 8,269 |
| 7 | Admin (HR) | Eliminate 3602 Position | 0.25 | V | 3602 Library Page | $ 8,543 |
| | | | 1.25 | | | $ 131,759 |
| 1 | Automation | SBC/Pacific Bell Internet Access charges (budget adjustment). | 0.00 | | | $ 13,745 |
| 2 | Automation | Reduce funds budgeted for service and software maintenance. | 0.00 | | | $ 69,046 |
| 3 | Automation | Reduce funds budgeted for data processing supplies. | 0.00 | | | $ 20,000 |
| | | | 0.00 | | | $ 102,791 |
| 1 | Branch | Eliminate grant to Tool Lending Center | | | | $ 175,000 |
| 1 | Branch | Eliminate Librarian II -- Mission Bay Branch Library | 0.50 | V | 3632 Librarian II | $ 36,473 |
| 5 | Branch | Reduce supply and equipment budget 3%. | 0.00 | | | $ 40,000 |
| 5 | Branch | Eliminate full-time 3630 Librarian I (floater) | 1.00 | F | 3630 Librarian I | $ 88,648 |
| 6 | Branch | Eliminate half-time Library Assistant I - Mission Branch | 0.50 | V | 3610 Library Asst. | $ 28,583 |
| | | | 2.00 | | | $ 368,704 |
| 1 | Childrens | Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds | 0.00 | | | $ 42,154 |
| 4 | Childrens | Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center | 1.00 | V | 3630 Librarian I | $ 80,014 |
| 5 | Childrens | Eliminate full-time 3630 Librarian I position serving Juvenile Hall | 1.00 | F | 3630 Librarian I | $ 72,563 |
| | | | 2.00 | | | $ 194,731 |
| 3 | IRMO | Eliminate SF Community Services Directory (Community Connection) | 1.00 | F | 3616 Library Techn I | $ 60,000 |
| | | | 1.00 | | | $ 60,000 |
| 1 | Main | Eliminate 1.0 3630 Librarian I in General Collections | 1.00 | V | 3630 Librarian I | $ 78,440 |
| 1 | Main | Eliminate 1.0 3602 Page - Library for the Blind | 0.38 | F | 3602 Library Page | $ 12,012 |
| 3 | Main | Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds. | 3.00 | F | 3610 Library Assts.<br>3602 Library Page | $ 161,239 |
| 4 | Main | Eliminate 2 half-time 3602 positions in Borrower Services | 1.00 | F | 3602 Library Page | $ 41,991 |
| 5 | Main | Eliminate Librarian I in Business/Science/Technology | 1.00 | V | 3630 Librarian I | $ 78,440 |
| 6 | Main | Eliminate full-time Library Technian in SF History | 1.00 | V | 3616 Library Techn I | $ 67,872 |
| 7 | Main | Eliminate Librarian I in General Collections | 0.50 | F | 3630 Librarian I | $ 39,220 |
| | | | 7.88 | | | $ 479,214 |
| 1 | Operations | Further reductions in materials & supplies budgets for all crafts. | 0.00 | | | $ 41,000 |
| 1 | Operations | Eliminate Johnson Control Maintenance Contract | 0.00 | | | $ 17,000 |
| 2 | Operations | Reduce equipment repair funds for custodial equipment. | 0.00 | | | $ 5,000 |
| 3 | Operations | Reduce materials & supply budgets for crafts. | 0.00 | | | $ 14,000 |
| 3 | Operations | Modify/reduce equipment service & maintenance contracts (time & material only). | 0.00 | | | $ 66,888 |
| | | | 0.00 | | | $ 143,888 |
| 1 | Public Affairs | Reduce programming and exhibitions staff by 0.5 3542 Curator II. | 0.50 | F | 3542 Curator II | $ 36,237 |
| 1 | Public Affairs | Reduce budget for repair/replacement of exhibit cases. | 0.00 | | | $ 2,000 |
| 2 | Public Affairs | Reduce budget for graphic materials & supplies | 0.00 | | | $ 1,500 |
| 3 | Public Affairs | Reduce work orders for reproduction and mail services | 0.00 | | | $ 5,000 |
| 3 | Public Affairs | Reduce audi-visual equipment maintenance funds | 0.00 | | | $ 4,000 |
| 4 | Public Affairs | Reduce media production supplies | 0.00 | | | $ 1,500 |
| | | | 0.50 | | | $ 50,237 |
| 1 | Techn Srvcs | Innovacq maintenance service funds. | 0.00 | | | $ 20,576 |
| 1 | Techn Srvcs | Reduce 20 hour/wk page to 15 hour/wk page. | 0.13 | V | 3602 Library Page | $ 5,500 |
| 1 | Techn Srvcs | Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation | 0.00 | | | $ 12,000 |
| 2 | Techn Srvcs | Eliminate access to RLIN bibliographic utility. | 0.00 | | | $ 600 |
| 2 | Techn Srvcs | Eliminate 15 hour/wk Library Page in Catalog Dept. | 0.38 | F | 3602 Library Page | $ 12,587 |
| 3 | Techn Srvcs | Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions. | 0.50 | V | 3616 Library Techn I | $ 35,513 |
| | | | 1.00 | | | $ 86,776 |
| | | TOTAL RECOMMENDED REDUCTIONS | 15.62 | | | $ 1,618,100 |

12/[illegible]0/2002

# FY 2003-04 CONTINGENCY REDUCTIONS

**ATTACHMENT C**

## Budget

| Division | 02-03 Budget | Reduction Target | Proposed Reductions | Approved Reductions | APPROVED REDUCTIONS<br>% of Budget | % of Target | % of Proposed | % of Approved | Target % of Budget |
|---|---|---|---|---|---|---|---|---|---|
| Admin | $ 2,837,262 | $ 134,396 | $ 243,287 | $ 131,759 | 4.64% | 98.04% | 54.16% | 8.14% | 4.74% |
| Automation | $ 3,261,149 | $ 154,474 | $ 102,791 | $ 102,791 | 3.15% | 66.54% | 100.00% | 6.35% | 4.74% |
| Branch | $ 12,888,269 | $ 610,488 | $ 570,640 | $ 368,704 | 2.86% | 60.39% | 64.61% | 22.79% | 4.74% |
| Childrens | $ 6,369,096 | $ 301,690 | $ 325,318 | $ 194,731 | 3.06% | 64.55% | 59.86% | 12.03% | 4.74% |
| IRMO | $ 5,127,992 | $ 242,902 | $ 513,750 | $ 60,000 | 1.17% | 24.70% | 11.68% | 3.71% | 4.74% |
| Main | $ 12,769,730 | $ 604,874 | $ 591,590 | $ 479,214 | 3.75% | 79.23% | 81.00% | 29.62% | 4.74% |
| Operations | $ 6,839,044 | $ 323,950 | $ 430,413 | $ 143,888 | 2.10% | 44.42% | 33.43% | 8.89% | 4.74% |
| Public Affairs | $ 1,061,787 | $ 50,295 | $ 50,237 | $ 50,237 | 4.73% | 99.88% | 100.00% | 3.10% | 4.74% |
| Techn Srvcs | $ 3,850,661 | $ 182,397 | $ 162,939 | $ 86,776 | 2.25% | 47.58% | 53.26% | 5.36% | 4.74% |
| TOTAL | $ 55,004,990 | $ 2,605,466 | $ 2,990,965 | $ 1,618,100 | 2.94% | 62.10% | 54.10% | 100.00% | 4.74% |

## Full-time Equivalents (FTE)

| Division | 02-03 Budget | Reduction Target | Proposed Reductions | Approved Reductions | APPROVED REDUCTIONS<br>% of Budget | % of Target | % of Proposed | % of Approved | Target % of Budget |
|---|---|---|---|---|---|---|---|---|---|
| Admin | 21.25 | n/a | 2.75 | 1.25 | 5.86% | n/a | 45.36% | n/a | n/a |
| Automation | 12.97 | n/a | 0.00 | 0.00 | 0.00% | n/a | 0.00% | n/a | n/a |
| Branch | 178.75 | n/a | 4.75 | 2.00 | 1.12% | n/a | 42.11% | n/a | n/a |
| Childrens | 73.20 | n/a | 4.00 | 2.00 | 2.73% | n/a | 50.00% | n/a | n/a |
| IRMO | 9.69 | n/a | 3.00 | 1.00 | 10.32% | n/a | 33.33% | n/a | n/a |
| Main | 181.92 | n/a | 9.38 | 7.88 | 4.33% | n/a | 84.00% | n/a | n/a |
| Operations | 72.08 | n/a | 4.50 | 0.00 | 0.00% | n/a | 0.00% | n/a | n/a |
| Public Affairs | 13.22 | n/a | 0.50 | 0.50 | 3.78% | n/a | 100.00% | n/a | n/a |
| Techn Srvcs | 49.78 | n/a | 2.00 | 1.00 | 2.01% | n/a | 50.00% | n/a | n/a |
| TOTAL | 612.86 |  | 30.87 | 15.62 | 2.55% |  | 50.60% |  |  |

Filename: FINAL PRIORITIZED LIST (Reduction Statistics)

DOCUMENTS DEPT.
FEB 5 2003
SAN FRANCISCO
PUBLIC LIBRARY

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102
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Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
orah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

7/03

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, January 7, 2003 (As approved February 4, 2003)

The San Francisco Public Library Commission held its regular meeting on Tuesday, January 7, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Coulter, Higueras, Steiman, Streets, and Strobin. Commissioner Chin joined the meeting at 4:15PM. Commissioner Bautista was excused attendance.

## AGENDA ITEM #1 APPROVAL OF THE DECEMBER 3, 2002 MINUTES

### Public comment on AGENDA ITEM #1 APPROVAL OF THE DECEMBER 3, 2002 MINUTES

An anonymous member of the public found the Minutes were eviscerated of meaning, cited a mis-spelling, and further discussed the portion of the December 3, 2002 Minutes concerning an alleged mis-representation of another's views. This person additionally noted omission of a criticism of use of library staff to offer library discards for sale to the benefit of the Friends & Foundation. Mr. Warfield found the minutes lacking on a number of points, calling particular attention to the omission of comments about reported concerns with a lack of space for books in branch libraries.

### Commission discussion of AGENDA ITEM #1 APPROVAL OF THE DECEMBER 3 2002 MINUTES

President Higueras recalled that the anonymous member of the public had criticized library staff's role in the sale of discards and asked that it be reported in the Minutes.

MOTION: by Commissioner Steiman, seconded Commissioner Chin by for approval of the Minutes of December 3, 2002 as amended.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

## AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth presented a report on joint SFPL and Asian Art Museum co-sponsored New Year's Eve ceremonial ringing of an antique Japanese Bell. Ms. Hildreth then provided additional information concerning the December 19th meeting of the Prop. 14 State Library Bond Board meeting, lauding State Librarian Kevin Starr's staunch but ultimately unsuccessful support for including the Excelsior Branch Library's application in the 1st cycle of Prop. 14 grants. The City Librarian next provided an update on recent exhibits and programs calling attention to an exhibit "The Long March to Freedom" honoring 12 civil rights leaders and an exhibit "Freedom in the US" open in the Skylight Gallery in conjunction with a PBS series of the same title. The City Librarian then called attention to a January 12th program honoring writers who died in 2002and a series of children's events featuring lion dancers marking the beginning of the observance of Chinese New Year. Ms. Hildreth then discussed an Urban Libraries Council Executive Leadership Institute Grant that could facilitate a re-examination of the library's collection development process if awarded. The City Librarian next reported the reopening of the Golden Gate Valley Branch on January 30th, with festivities in honor of the reopening to be held on February 8th. Ms. Hildreth reported on the library staff's very successful participation in the recent Friends & Foundation Friday book sale with San Francisco, California, and Chinese books being the most popular. The City Librarian reported that the books sold for $1. 00 and .50, with children's' books at .25.

### Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public criticized the Library's co-sponsorship of the Japanese Bell ringing ceremony and found the bell ringing obtrusive for those using the Library. Mr. Peter Warfield commented that he would prefer that the Library give away rather than sell discards. Mr. Warfield also discussed objections to the Friends & Foundation leases.

### Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

President Higueras remarked that he had only just joined that Board of the Urban Libraries Council but that he looked forward to taking part in their deliberations and learning from other members' experience. President Higueras noted that he would be attending their Mid-Winter gathering held in conjunction with the American Library Association (ALA) Mid-Winter Meeting in Philadelphia in late January.

### AGENDA ITEM #3 LIBRARY 2003/04 BUDGET REPORT

(Explanatory document: FY 2003-04 Budget report

Library Finance Director George Nichols gave a detailed presentation and overview of the proposed FY 2003/04 Library Budget, (copy attached), and highlighted three recommendations that he requested the Commission to consider and approve. Mr. Nichols requested the Commissioners approve the proposed $55.125 million baseline 2003/04 Budget, including a $1.117 million contingency fund. Mr. Nichols requested that the Commission approve$1.417 million in identified Library Preservation Fund one-time annualized expenditures. Mr. Nichols then requested that the Commissioners' approve a plan for $1.6 million in contingency budget reductions prepared in accordance with the Mayor's instructions that each City department prepare and submit separately a plan for a 5% reduction of its General Fund Budget.

The Library Finance Director reported that revenues were better than had been expected resulting in a $1.6 million increase in funds available to the Library under Prop. E (Library Preservation Fund). Mr. Nichols noted that this meant that there would be no reductions in this year's budget, no cuts in the baseline 2003/04 budget and the possibility for additional

*The number of members of the public who spoke anonymously at this meeting. 1*

augmentations to the budget later in the Spring when new revenues figures become available. This he noted would allow existing library programs and services to continue next year with only minor adjustments.

Mr. Nichols then outlined the proposed one-time annualized Library Preservation Fund expenditures. The Library's Finance Director then presented an extensive overview of the 5% contingency General Fund Budget reduction plan mandated by the Mayor. The Finance Director pointed out that the priorities were to maintain services, maintain facilities, maintain the book budget, minimize position cuts, and increase efficiency. Mr. Nichols noted that this proposal would only be implemented if there were a drastic fall in revenues and noted that the reductions were thoughtfully targeted not just an across the board cut.

The Library Finance Director then provided an overview of the next steps in the city's budget process. City Librarian Susan Hildreth commended Mr. Nichols and the Library's Division chiefs for their hard work and skillful contributions in developing the proposed budget. Ms. Hildreth suggested that there was reasonable hope that the 5% contingency reduction would not have to be put into effect.

## Public comment on AGENDA ITEM #3 LIBRARY 2003/04 BUDGET REPORT

Anonymous member of the public opined that the majority of the presentation focussed on an hypothetical contingency not likely to occur and suggested that more information on the proposed one-time expenditures would be more useful. This person then called attention to the solicitation of letters of support for continued funding for the Tool Lending Center and wondered if similar notice had been provided to Tool Center opponents. Mr. Peter Warfield found the 3% increase in Library funds good news, noted that the proposal outlined priorities for reduction but complained that there was limited time to review the information as explanatory documents were not mailed out with the agenda. Mr. Warfield questioned use of the Library Preservation Fund for one-time expenditures and suggested that its priorities were for more books and hours. Mr. Tim West. SEIU, Local 790, commented that the Library was trying to do a good job and that that was appreciated but that there were issues regarding Library staff and Pages that must be addressed.

## Commissioner discussion of AGENDA ITEM #3 LIBRARY 2003/04 BUDGET REPORT

Vice President Steiman expressed relief that there would be no need for budget cuts and found that the proposed contingency plan prioritized budget reductions in about the best way that they could be done. In response to questions by Commissioner Streets regarding the proposed reduced funding for deferred maintenance, Mr. Nichols noted that the Branch Library Improvement Bond Program would replace the need for some maintenance needs since the upgraded buildings would not initially need significant maintenance attention. Mr. Nichols also noted that consideration was being given to leasing rather than purchasing PCs as a way to reduce costs as any maintenance would become part of the lease. President Higueras noted that moving ongoing expenses into the baseline budget would protect reserves. Mr. Nichols noted that the Library had been using reserved funds for one time capital improvements. In answer to questions by Vice President Steiman, Mr. Nichols noted that the branch telephone system upgrades were being completed and that this was year 2 of

3 in the ILS (Integrated Library System) payout. Ms. Hildreth noted that the Library was able to fund a possible COLA from contingency funds, a unique situation not shared by other City departments. Mr. Nichols noted while it was prudent to set aside funds for a COLA that Mayor Brown had clearly indicated that there were no funds available for salary increases this year. In response to a comment by Commissioner Chin, Mr. Nichols confirmed that these issues were addressed in citywide labor contracts. In answer to questions by Commissioner Streets regarding what if the reductions were less than 5%, Mr. Nichols pointed out that the reductions were ranked in order of priority and could be made up to whatever % reduction was needed.

MOTION: by Vice President Steiman, seconded by Commissioner Coulter to approve the proposed 2003/04 budget.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

MOTION: by Commissioner Streets, seconded by Commissioner Strobin to approve the proposed Library Preservation Fund Allocations.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

MOTION: by Vice President Steiman, seconded by Commissioner Streets to approve the proposed Contingency 5% Budget Reduction Plan.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

President Higueras next called Agenda item #7 the Labor Union Report to be taken up out of order and to be heard next.

## AGENDA ITEM #7 LABOR UNION REPORT

Mr. Timothy West, Field Representative, Service Employees International Union called the Commissioner's attention to the situation facing Library pages in the wake of a City Department of Human Services ruling enforcing a City Charter provision which limited hours and thereby eliminated Pages' eligibility to receive vacation, sick leave, and healthcare benefits. Mr. West noted that Pages were more than book shelvers and could be seen as the backbone of the institution. He additionally pointed out that while they were classified as "temporary", a description he noted the union was fighting, many in fact had worked for the Library for many years. Mr. West recounted some of the background regarding the Department of Human Resources ruling that led to the current situation and reported that the union would challenge Pages' classification as temporary as they were in fact regular part time workers rather than seasonal as needed employees. Mr. West commented that the Library did not want to take away hours and benefits for Pages but may be forced to do so by the ruling.

## Public comment on AGENDA ITEM #7 LABOR UNION REPORT

Carol Diamond, an Ortega Branch Page, commented that she had worked for the Library for four years doing a wide variety of jobs not just shelving. Ms. Diamond noted that San Francisco promotes a living wage, that Pages had been granted benefits, and that it was wrong to take them away. Ms. Cathy Bremer, Librarian's Guild Steward, commented that

Pages were a critical job classification that enabled the Library to maintain public services. Ms. Bremer noted that this was not a budget issue but a bureaucratic issue, called attention to the cost of buying out the vacation hours already earned, and suggested that any cost saving could not balance the impact on services. Ms. Bremer concluded by noting the importance of Pages to librarians and to the public. Mr. Vince Fernandez, a Marina Branch Page, commented that he had been offered more hours than the minimum needed for benefits and noted that it was unfair for temporary workers to get no benefits. Ms. Andrea Grimes, Librarian and union officer, commented that Pages are needed that Pages do many difficult tasks such as translation. Ms. Grimes then called attention to the important role pages had played in the move into the Main Library and cited work on inventory and cataloging, creation of databases, their public and non-public service work, as well as support for Automation and Technical Services. Ms. Grimes found it ironic that the City required contractors to pay benefits while denying them to Pages. Ms. Catherine Bernard, Library for the Blind Page, described the many important jobs Pages performed to make materials available to blind users, noting she did not view her job as temporary, and that to describe it so was both obsolete and disrespectful. Ms. Vicky Susoev, Excelsior Branch Library Technician II, observed that Pages worked regular schedules, and that many had gone on to become librarians. Ms. Susoev called attention to Pages' work with the bi-lingual public and remarked they were not temporary and that all Pages should have benefits. Ms. Mary Spooner, a Main Library Page for three years, commented that pages were not temporary, and that many moved on into the profession. Ms. Spooner pointed out they were not just students doing shelving but also did other tasks. An unnamed employee called attention to the Library Employee Handbook's Code of Ethics mandate that employees be treated with respect and urged that Pages not be split into two tiers. Ms. Mya Archer Doyle, a Main Library Page for one and one half-year pointed out that Pages did the dirtiest jobs in the Library and that to ask them to do so without benefits would be a crime. She pointed out that book shelvers deserved recognition and that hiring people without health benefits meant that people who were sick would be forced to work exposing other staff to illness. Luca, a 3 year Main Library Page noted that the 291 pages constituted 40% of the Library's staff and that their job title should not disqualify them for benefits as they did many jobs in the Main and branches to help the Library. She felt their loyalty and dedication went without recognition, called attention to the health risks of forcing people who were ill to work, and also noted the City policies that required benefits for employees of companies doing business with the City. Mr. Brian Quinn, a 7 year Main Library Page, commented that he had used sick leave to take care of dental problems and that he had always do a variety of work, been nominated for staff recognition awards, and done extensive web page development, production of handouts, desktop publishing, collection analysis, and was not just a shelver. An anonymous member of the public cited William Rameriz, who rose from Page to Chief of the Main Library. This person commented on the practice of offering increased benefits by reducing the numbers of those getting benefits, finding such a trade-off of budget values vs. human values never worth it. Librarian Tom Tavis, commented that he had begun as a Page and had always worked a regular schedule with benefits provided.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Mr. Tavis noted that Pages do far more than shelve and do very heavy work. Mr. Tavis additionally discussed the various kinds of benefits received among different groups of Pages, citing 90 with health benefits, and noted all work regular schedules doing dangerous work. Mr. Peter Warfield found Pages helpful to library users, called attention to the difficulty of living in San Francisco on a part time salary, and commented that fairness and decency dictated that health benefits be provided. Poesy, a North Beach Branch user commented that shelving was only one of the jobs that Pages did and called attention to help with bi-lingual users and the hard physical labor they provided to the library. She noted the expense of paying one's own health insurance and remarked that the public did not think of Pages as only book shelvers but had offered letters of commendation for services provided by Pages.

## Commission discussion of AGENDA ITEM #7 LABOR UNION REPORT

Deputy City Attorney Catharine Barnes reported that as there had been no notice of the issues raised in public comment offered on the Labor Union Report in the meeting agenda that the Commission could not discuss it. President Higueras commented that the public comment offered provided the Commissioners with an understanding of the human dimension of the issue and proposed to agendize a future discussion of the matter.

President Higueras called a brief recess at 6:26PM

The meeting resumed at 6:40PM

## AGENDA ITEM #4 MAIN LIBRARY PLAQUES

Commissioner Coulter gave a brief presentation provided background regarding the many recent efforts to honor those who had contributed greatly to the San Francisco Public Library. Commissioner Coulter pointed out the lack of due attention to those who labored as volunteers for decades to strengthen the entire library system and build a new Main Library. Commissioner Coulter proposed that the Commission consider dedicating the Main Library to the spirit of civic leadership embodied by the work of these great individuals rather than singling out one person to be honored. Commissioner Coulter noted that the designated ceremonial entry, the Larkin Street entrance of the Library, currently unused could be transformed with the help of the Main Library's Associate Architects SMWM into a Hall of Library Heroes. Commissioner Coulter proposed two sets of dedicatory plaques be created with support from the Friends & Foundation and design assistance from SMWM. One plaque would salute the work of the three M's, Marjorie Stern, Mary Louise Stong, and Mig Mayer, who spearheaded decades of civic efforts to strengthen the library system and to build the Main Library. The second plaque would present the history of the San Francisco Public Library prepared with the help of famed local author and library historian Peter Wiley. Commissioner Coulter noted that this concept was timely as there had been a proposal that the Main Library be named in honor of Marjorie Stern, and recalled that Mary Louise Stong had passed away last year without any special recognition of her contributions.

## Public comment on AGENDA ITEM #4 MAIN LIBRARY PLAQUES

An anonymous member of the public commented that a great many people had contributed to the library and found the list of to those be recognized not inclusive. This individual suggested that the Library had already honored those who contributed, noting that the late

Mel Swig had declined having the Main Library named in his honor. This person remarked that the name public library was enough and wondered how "contribution" would be defined. Ms. Sue Cauthen, Council for Neighborhood Libraries, lauded the dedication of the late Mary Louise Stong, noting the Stong Room in the Main Library, and calling attention to her opposition to closing branch libraries. Mr. Peter Wiley, author and member of the Friends & Foundation Board, found the proposal a great idea calling attention to the fact that a great library grows from an active citizenry. Mr. Wiley recalled that after 45 years of "dark ages" with little support for libraries these people stepped forward and would not take "no" for an answer until the Library received the public support it needed to serve the community. Ms. Deborah Doyle, Library BALIS representative and President of the Friends & Foundation commented that the proposal honors the very many people at the principle entrance of the Main Library. Ms. Doyle lauded the overdue recognition of the three "M's" women of strong mind whose work was critical to the success of the library. Ms. Doyle noted that this proposal provided for future expansion of those to be honored and reported that the Friends & Foundation would provide support for he project. Mr. Peter Warfield wondered how all of the many items in the library's collections were obtained and urged consideration be given to honor all of those who contribute. Mr. Warfield felt the public, high and low should be recognized for their support for the library.

## Commission discussion of AGENDA ITEM #4 MAIN LIBRARY PLAQUES

Vice President Steiman recalled the inspiration and encouragement that Marjorie Stern and Mary Louse Stong had given to her that led to her work in support of the library. Vice President Steiman noted that they were inclusive and willing to bring in all those whose dream was to create better libraries. Vice President Steiman, however, expressed reservations concerning using the Larkin Street entry area for this purpose. She suggested it might be used as a cloakroom, something she felt had been needed ever since the Main Library lockers had to be closed because of behavior problems of some members of the public. Commissioner Strobin observed that this space might work as a ceremonial entry but that further study was needed. Commission Chin felt that this was a good idea and it was appropriate to honor long and passionate devotion to our libraries. Commission Chin noted that Marjorie Stern was also very active in support of education. Commissioner Coulter proposed to further refine his proposal and bring it and possible models of the space back to the Commission for further consideration. President Higueras remarked that great libraries rise from committed passionate citizenry, noting the more than 70% support for approval of Prop. A. President Higueras further pointed out that the Library could not have succeeded without the support and appreciation of generations of dedicated San Franciscans. He felt the proposal had great merit and could with the addition of images and photographs provide an opportunity to richly illustrate the Library's past. Commissioner Streets thanked Commission Coulter for his hard work in developing the concept and cited the importance to honor those whose efforts were so essential to the success of the Library.

## AGENDA ITEM #5 ELECTION OF COMMISSION OFFICERS FOR 2003

The Commission Secretary outlined the process for conducting the election of Commission officers and reported the nominations of President Charles Higueras and Vice President Carol Steiman to continue in office for 2003. No additional nominations were brought forward.

MOTION: by Commissioner Streets, seconded by Commissioner Strobin to elect Commissioner Charles A. Higueras, President, and Commissioner Carol Steiman, Vice President of the San Francisco Public Library Commission for 2003

Public comment on AGENDA ITEM #5 ELECTION OF COMMISSION OFFICERS FOR 2003

An anonymous member of the public commended the enthusiasm of the Commissioners to serve.

Commission action on AGENDA ITEM #5 ELECTION OF COMMISSION OFFICERS FOR 2003

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

Vice President Steiman thanked her fellow Commissioners for their expression of confidence in her. President Higueras noted that this Commission was entering the home stretch of its tenure in office with much yet to get done. President Higueras recalled the past seven years as exciting and eventful and promised to make every effort to leave no issues raised by Commissioners unaddressed by the end of this year. President Higueras also proposed to finalize a strategic plan, and take steps to institutionalize best practices for the Branch Library Improvement Bond Program.

AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

Ms. Deborah Doyle, President of the Friends & Foundation reminded the Commissioners of the January 14 Annual Meeting of the Friend & Foundation. Ms. Doyle then reported on the changes in the Friends and Foundation officers and board members and informed the Commission that the Friends & Foundation Board had approved a branch Library Capital Campaign Plan and would be bringing it to the Library for its consideration. Ms. Doyle informed the Commissioners of the passing of Dr. Arthur Coleman, a longtime friend of libraries, San Francisco civic leader, and a leader in the African American Community with memorial services planned for March 3, 2003. The President of the Friends & Foundation announced the creation of an endowment honor Dr. Coleman. Ms. Doyle reported that the Board of Supervisors had approved the friends & Foundation leases and reminded the Commissioners to mark April 4th, the date of the Annual Laureates Dinner.

Public comment onAGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

None offered

AGENDA ITEM #8 NEW BUSINESS

None offered.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public continued previous remarks concerning the Fuhrman Fund. This individual further commented that received wisdom can be challenged and noted the importance of protecting the right of anonymity. Mr. Warfield commented that the leases had been approved after the Board of Supervisors had made changes. Mr.

Warfield then discussed a Planning Commission meeting that had addressed issues related to the new Glen Park Branch, noting that two Commissioners had spoken. Ms. Pat Sawyer, Manager of the Tool Lending Center, expressed appreciation to the Commission for continuing funding for the Center and called attention to the 3,000 users of the Tool Center and to the savings it provided to members of the public who used it. Ms. Sawyer reported that the Tool Center would expand its educational role in the next years.

## AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner a that the meeting be adjourned In Memoriam of the late Dr. Arthur Coleman, a respected and beloved physician, civic and community leader, and a great friend and patron of San Francisco's public libraries, and a Founder of the Main Library's African American Affinity Center.

Commissioner Fran Streets lauded Dr. Coleman's decades of services as a physician, civic, and community leader, calling particular attention to his great love and support for the Library. Commissioner Streets pointed out that Dr. Coleman was the first Chair of the African American Affinity center and had raised more than $500,000 for the Library.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 7:30PM

Michael Housh, Commission Secretary 2/5/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

# Appendix A

Library Commission meeting of January 7, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

City Librarian's Report – January 7, 2003

The Library was happy to welcome its new neighbor, the Asian Art Museum, in co-sponsoring the ceremonial Japanese Bell Ringing on New Year's Eve. The Asian will open on March 20, 2003.

On December 19th, the second Cycle 1 meeting of the Proposition 14 Bond Act Board was held in Sacramento. Five projects were funded – 3 in San Diego, 1 in San Leandro, 1 in Visalia in the Central Valley, total of $19 million, with the balance of the $150 million for Cycle 1, $775,000, going to Cycle 3. Dr. Starr recommended the Excelsior renovation along with Redding and one of the San Diego projects. The Board had very difficult decisions to make. We anticipate that the Richmond renovation and expansion will be a strong project in Cycle 2.

The Library has applied to participate in the ULC Executive Leadership Institute, which will provide focused leadership training to a manager and librarian who will cooperate on a project in the library. Paul Underwood, Deputy City Librarian and Shellie Cocking, Office of Children and Youth Services Electronic Services Librarian will be the SFPL team. Announcements of participants will be made in late January. Participation costs will be supported by the Friends & Foundation.

The Library and the San Francisco History Museum have received an LSTA grant of about $65,000 to support a partnership in the new San Francisco History Museum at the Wharf, the new home of the Musee Mecanique. The focus of the exhibition with be the history of public amusements in San Francisco. There will be an exhibit in the new space and an online exhibit in the San Francisco History center at the Main Library later this year

The Library successfully participated in the Friends & Foundation monthly Larkin St. book sale on Friday, January 3. Approximately four book trucks of materials were made available for sale to the public, including California and San Francisco special interest as well as Chinese materials.

Golden Gate Valley Branch will reopen after its closure for electrical upgrades on January 30, with a reopening celebration on Saturday, February 8, 2003.

# San Francisco Public Library

## Budget Presentation Handouts

## Library Commission
## January 7, 2003

## 2003-04 Budget Recommendations

1. *Approve* the Library's $55.126 million baseline budget. Includes baseline adjustments of $432,000 and a contingency of $1.170 million to cover ***up to*** a 3% salary increase (total adjustments of $1.642 million).
2. *Approve* an allocation of $1.417 million from LPF reserves for one-time projects and expenses .
3. *Approve* the Library's $1.6 million contingency reduction plan. Plan based on 5% of projected General Fund allocation in 2003-04.

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## REVENUE (LPF)

1. General Fund: $1.220 million (3.9%) increase. From $31.134 m to $32.354 m.
2. Property Taxes: $400,000 (1.8%) increase. From $22.490 m to $22.790 m.
3. Total: $1.620 m (3%) increase. From $53.524 m to $55.144 m.

# BUDGET IMPACTS

1. No current year reductions.
2. No baseline budget reductions in 2003-04.
    - Projected revenue sufficient to cover baseline budget increases *and* up to a 3% salary increase if provided through collective bargaining.
3. May be an opportunity to augment budget.
4. Prepare a contingency reduction plan equal to 5% of estimated General Fund revenue.

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# Collective Bargaining

- Contracts expire 6/30/03. New contracts to be negotiated. Mayor's Budget Office - no GF for salary increases.
- *All costs must be covered by baseline revenue.* Prudent to set-aside funds in case salary adjustments provided through collective bargaining. $1.1 million set aside for up to 3% salary increase.
- Budget augmentation possible if salary increases not provided or if less than 3%. *Funds set-aside, can be budgeted to meet other priority needs.*
- Augmentations will be reviewed and approved by the Library Commission before submitting to Mayor.

# 03-04 Baseline Adjustments ($1.602 m)

| | |
|---|---|
| Base | $ 53,524,097 |
| Onetime Cost Adjustments | (492,867) |
| Annualized Costs (MOU) | 49,290 |
| Annualized Costs (FTE) | 53,750 |
| Retirement Add-back | 120,757 |
| 1 Day Add | 146,265 |
| Attrition Adj. | 194,784 |
| Step M | 57,875 |
| Rent Increases | 18,000 |
| Work Order (5%). | 69,642 |
| Bldg/Equip Maint (5%) | 54,554 |
| SSC - 190-9th | 159,735 |
| | $ 53,955,882 |
| Contingency | |
| MOU COLA (est 3%) | $ 1,170,000 |
| Total Budget | $55,125,882 |

# Allocation from LPF Reserves

| | | |
|---|---|---|
| Integrated Library System | $ | 545,000 |
| Branch maintenance/repair projects | $ | 200,000 |
| PC Replacement | $ | 300,000 |
| Delivery Truck (Distribution Program) | $ | 40,000 |
| Branch Telephone Replacement Project | $ | 270,000 |
| SSC Equipment/OT Services | $ | 62,300 |
| | $ | 1,417,300 |
| Reserve Balance | $ | 3,532,376 |
| Remaining Balance (after allocation) | $ | 2,115,076 |
| | | 3.84% |

## Contingency Reductions

1. Mandatory 5% GF contingency reduction plan. Equal to $1.618 million ($32.354 million).
2. Implemented only if revenue falls below current estimates or costs exceed current estimates.
3. Not incorporated into the February budget. Submitted as a separate document.

## Reduction Priorities

1. Maintain mission-critical/core public services.
2. Maintain critical operations funds (e.g., facility and equipment maintenance and repair).
3. Maintain the book budget.
4. Minimize position cuts.
5. Look for efficiencies through reorganization or redirection.

# Planning Process

1. Identified target amount (initially $2.6 million based on Controller's earlier revenue estimate).
2. Assigned reduction targets by division based on $2.6 million. Equal to 4.7% of each division's budget.
3. Proposals reviewed and prioritized by City Librarian, Deputy City Librarian, & Finance Director. Preliminary list prepared and discussed with Division Chiefs.
4. Priority list revised based on input from Chiefs.
5. If required, cuts made by priority (Attachment B.1).

# Contingency Reductions

- Personnel cuts total 15.62 FTE and $1.029 million (63.6% of the total and 2.4% of personnel budget).
- Operating expense reductions total $589,000 (36.4% of total and 10.2% of operating budget).
- 15.62 FTE represent 2.5% of total FTE (612.84).
- 9.75 of the 15.62 FTE are currently filled and 5.87 FTE are vacant.

# Contingency Reductions - Budget

| | Budget | Reduction | % Budget | % Target | % Total |
|---|---|---|---|---|---|
| Main | $ 12,769,730 | $ 479,214 | 3.8% | 79.2% | 29.6% |
| Branch | $ 12,888,269 | $ 368,704 | 2.9% | 60.4% | 22.8% |
| Children & Youth S | $ 6,369,096 | $ 194,731 | 3.1% | 64.6% | 12.0% |
| Technical Services | $ 3,850,661 | $ 86,776 | 2.3% | 47.6% | 5.4% |
| Automation | $ 3,261,149 | $ 102,791 | 3.2% | 66.5% | 6.4% |
| Info. Resource Mgt | $ 5,127,992 | $ 60,000 | 1.2% | 24.7% | 3.7% |
| Operations | $ 6,839,044 | $ 143,888 | 2.1% | 44.4% | 8.9% |
| Public Affairs | $ 1,061,787 | $ 50,237 | 4.7% | 99.9% | 3.1% |
| Administration | $ 2,837,262 | $ 131,759 | 4.6% | 98.0% | 8.1% |
| Total | $ 55,004,990 | $ 1,618,100 | 2.9% | 62.1% | 100.0% |

# Contingency Reductions - FTE

| | Budget | Reductions | % Budget | % Proposed |
|---|---|---|---|---|
| Main | 181.92 | 7.88 | 4.3% | 84.0% |
| Branch | 178.75 | 2.00 | 1.1% | 42.1% |
| Children & Youth Services | 73.2 | 2.00 | 2.7% | 50.0% |
| Technical Services | 49.78 | 1.00 | 2.0% | 50.0% |
| Automation | 12.97 | 0.00 | 0.0% | 0.0% |
| Info. Resource Mgt | 9.69 | 1.00 | 10.3% | 33.3% |
| Operations | 72.08 | 0.00 | 0.0% | 0.0% |
| Public Affairs | 13.22 | 0.50 | 3.8% | 100.0% |
| Administration | 21.25 | 1.25 | 5.9% | 45.4% |
| Total | 612.86 | 15.63 | 2.6% | 50.6% |

# Contingency Reductions – FTE

| | Main | Branch | OCYS | IRMO | Tech Srvcs | Public Affairs | Admin | Total |
|---|---|---|---|---|---|---|---|---|
| Librarian I | 2.50 | 1.00 | 2.00 | | | | | 5.50 |
| Librarian II | | 0.50 | | | | | | 0.50 |
| Librarian Technician | 1.00 | | | 1.00 | 0.50 | | | 2.50 |
| Library Assistant | 2.00 | 0.50 | | | | | | 2.50 |
| Library Page | 2.38 | | | | 0.50 | | 0.25 | 3.13 |
| Curator II | | | | | | 0.50 | | 0.50 |
| Payroll Clerk | | | | | | | 1.00 | 1.00 |
| TOTAL | 7.88 | 2.00 | 2.00 | 1.00 | 1.00 | 0.50 | 1.25 | 15.63 |

# Main Library

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| A/V Desk & Listening Stations | 2.0<br>1.0 | Library Asst I (two full-time pos)<br>Library Page (two half-time pos) | $161,239 | Mitigate thru strategic redesign of 1st Floor services via POE and move of Technical Services to SSC |
| Borrower Services | 1.00 | Library Page (2 half-time pos.) | $41,991 | Strategic redesign of 1st Floor services via POE and move of Technical Services to SSC |
| General Collections | 1.50 | Librarian I (one full-time, one half time) | $117,660 | Readjust schedules to cover desk |
| Business/Science/Techn Ctr | 1.00 | Librarian I (full-time pos) | $78,440 | Readjust schedules to cover desk |
| SF History Room | 1.00 | Library Techn I (full-time pos.) | $67,872 | Readjust schedules to cover desk |
| Library for the Blind | 0.38 | Library Page (15 hr/wk pos) | $12,012 | No impact. Tasks performed will go away with new ILS |
| Total | 7.88 | | $479,214 | |

# Branch Libraries

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Tool Lending Center | 0 00 | | $175,000 | Eliminate funding for the Tool Center |
| Mission Bay Branch Library | 0 50 | Librarian II | $36 473 | Delay hiring of position until January 2004 Opening of the new branch delayed to 2004-05 |
| Mission Branch Library | 0 50 | Library Asst I | $28,583 | Will result in incremental loss of service |
| System-wide Floater | 1 00 | Librarian I | $88 648 | FT position providing backup for leaves and vacation Represents 9 7% reduction to this workforce |
| Material & Supplies | 0 00 | | $40,000 | Reduce allotment by 27% From $5 700/branch to $4 200/branch |
| Total | 2 00 | | $368,704 | |

# Children & Youth Services

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Main Children's Center | 1 00 | Librarian I | $80,014 | Service impact manageable through scheduling adjustments |
| Juvenile Hall | 1 00 | Librarian I | $72,563 | Juvenile Hall service is non-core activity |
| Materials & Supplies | 0 00 | | $20,000 | Reduction to material & supplies allotment in Technical Srvcs |
| Equipment Maintenance | 0 00 | | $22,154 | Maintenance covered under new ILS agreement |
| Total | 2 00 | | $194 731 | |

# Technical Services

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Equipment maintenance | 0.00 | | $20,576 | Inovaq maintenance. Costs covered by new ILS contract |
| Materials & Supplies | | | $12,600 | Reduce allotment for Acquisitions, Catalog, and Preservation |
| Cataloging | 0.13 | Library Page | $5,500 | Reduce time-base from 20 hrs/wk to 15 hrs/wk |
| Cataloging | 0.37 | Library Page | $12,587 | Eliminates a 15 hour/wk page position. |
| Acquisitions | 0.50 | Library Techn I | $35,513 | New positon in 02-03 currently vacant. Positon never filled |
| Total | 1.00 | | $86,776 | |

# Automation

| Description | FTE | Classification | | Comment |
|---|---|---|---|---|
| Equipment Maintenance | 0.00 | | $69,046 | DRA system related. Costs covered through new ILS contract. |
| DP Equip & Supplies | 0.00 | | $20,000 | 9.8% cut in allotment. Will result in nominal loss of purhcasing power |
| Internet Service Charges | 0.00 | | $13,745 | No impact. Funds budgeted for one-time cost in CY. |
| Total | 0.00 | | $102,791 | |

# Information Resource Mgt.

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Eliminate position in Community Services Directory program. | 1.00 | Library Techn I | $60,000 | Cutting position will diminish the ability to maintain the database. Look for other data aggregators to assume responsibility |
| Total | 1.00 | | $60,000 | |

# Operations

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Building Materials & Supplies | 0.00 | n/a | $14,000 | 6% cut. Reduces allotment from $221,000 to $207 000 |
| Equipment maintenance & supplies | 0.00 | n/a | $41,000 | 24% cut. Reduces allotment from $169,000 to $128,000 |
| Equip. Maintenance Repair | 0.00 | n/a | $5,000 | Cuts funds budgeted for replacement and repair of custodial equipment |
| Modify equipment maintnenace contracts to "time & material" | 0.00 | n/a | $83,888 | 26% savings. From $320 388 to $236 500 Will not impact critical fire, life, safety systems Will result in slower response to routine maintenance |
| Total | 0.00 | | $143,888 | |

# Public Affairs

| Description | FTE | Classification |  | Comment |
|---|---|---|---|---|
| Eliminate half-time position in Exhibits | 0 50 | Curator II | $36,237 | Will result in fewer programs and fewer opportunities to develop in-house exhibits |
| Reduce funds for reproduction & mailing | 0 00 | n/a | $5,000 | 6 6% cut in work order with City Reproduction From $75,860 to $70,860 Fewer items printed, designed, mailed |
| Reduce funds for materials & Supplies | 0 00 | n/a | $5,000 | 20% cut in budgets for Exhibits & Programming and Media Services |
| Reduce funds for equipment maintenance | 0 00 | n/a | $4,000 | 10 2% cut From $39,100 to $35,100 Maintenance for Main A/V equipment |
| Total | 0 50 |  | $50,237 |  |

# Administration

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| City Librarian | 0 00 | n/a | $18,673 | Reduce various service and supply accounts. |
| Finance | 0 00 | n/a | $2 300 | Reduce operating funds by 20%. |
| Human Resources | 0 00 |  | $10,534 | Eliminate funds for proposed upgrades |
| Human Resources | 0 00 |  | $11,880 | Reduce training funds 11% reduction |
| Human Resources | 0 00 |  | $5 000 | Reduce materials & supplies allotments |
| Human Resources | 1 00 | 1220 Payroll Clerk | $66,560 | Mitigate though implementation of on-line timekeeping |
| Human Resources | 0 00 | n/a | $8 269 | Reduce OT allotment from $9,769 to $1,500. |
| Human Resources | 0 25 | 3602 Library Page | $8 543 | Eliminate 10 hour page position |
| Total | 1 25 |  | $131,759 |  |

## Contingency Reductions

1. Implemented only if revenue falls short of current estimates or if baseline costs exceed current estimates
2. Cuts not made "across the board". Proposals reviewed and prioritized. Recommended cuts represent 62% of target – 38% of proposed reductions not taken.
3. Cuts will impact service and operations. However, concerted effort made to maintain critical public services, the book budget, and facilities maintenance
4. Cuts reflect 10% reduction to operating expense budget and 2.4% of personnel budget. Given the magnitude of the reduction, FTE reductions cannot be avoided

## Recommended Actions

1. *Approve* the Library's $55.126 million estimated baseline budget. Including baseline adjustments of $432,000 and a contingency of $1.170 million to cover up to a 3% salary increase.

2. *Approve* an allocation of $1.417 million from LPF reserves for one-time projects and expenses .

3. *Approve* the Library's $1.6 million contingency reduction plan. Plan based on 5% of projected General Fund allocation in 2003-04.

# Next Steps

- **February**
  - Prepare and submit baseline budget and contingency reduction plan (2/21/03) to the Controller and Mayor.
  - Present prioritized list of Budget Change Concepts (new or enhanced spending proposals) to the Commission for discussion/action. Submit Commission approved plan to Mayor.
- **March/April/May**
  - Board of Supervisors department hearings.
  - Collective bargaining agreements to the Board (April).
  - Controller's updated revenue forecast (May)
  - Add new spending proposals to budget if funds are available
    - Dependent on revenue forecast and collective bargaining.
- **June/July**
  - BoS Budget Hearings

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

December 30, 2002

To: Library Commissioners
Susan Hildreth, City Librarian

Fr: George Nichols, Finance Director

**RE: Budget Planning Report – FY 2003-04 Budget Recommendations**

This report contains three recommendations regarding the Library's FY 2003-04 budget.

1. **Approve the Library's baseline budget and baseline adjustments.** Baseline adjustments have been discussed previously with the Commission and are outlined again in this report.

2. **Approve one-time budget proposals funded by reserve balances in the Library Preservation Fund (LPF).** An analysis of the LPF reserve balance and a description of one-time funding proposals are outlined in this report.

3. **Approve the Library's contingency reduction plan.** The Library is required by the Mayor to submit a contingency reduction plan equal to 5% of estimated General Fund ($1.6 million). The plan is to be submitted separately from the budget we provide the Mayor in February. Contingency reductions will not be incorporated into the budget unless revenue falls below current projections or costs exceed current estimates.

*Updated Revenue Estimates Received*

On December 6, 2002 we received the Controller's revised General Fund (GF) revenue forecast for the current year (2002-03) and budget year (2003-04). The Controller's latest projection indicates that revenue allocable to the Library under City Charter Section 16.109 is better than assumed or planned based on direction received prior to December 6th. According to the Controller's latest revenue forecast:

1. *The Library will not have to cut costs in the current fiscal year.* The GF baseline allocation required by the Charter is slightly higher than the amount appropriated to the Library in the Annual Appropriation Ordinance (AAO) for 2002-03.

2. *The Library will not have to cut its budget to cover estimated baseline budget cost increases in 2003-04.* The GF baseline requirement projected by the Controller is $1.2 million higher than the amount appropriated in the current year and is sufficient to cover anticipated increases in our baseline budget.

Although the Library will not have to cut its budget to cover baseline cost increases, it still must prepare a 5% contingency reduction plan. Based on a GF forecast of $32.354 million, the Library has prepared a reduction plan totaling $1.6 million. The plan, once approved by the Commission, will be submitted to the Mayor with our proposed 2003-04 budget. Contingency reductions will be incorporated into the budget only if revenue falls below current projections or if baseline costs increase over current estimates. Decisions to incorporate reductions in the

budget will be made in April or May 2003 and will be dependent on the Controller's nine-month revenue forecast prepared in May and on the outcome of collective bargaining.

### *Library Revenue: City Charter Section 16.109*

The Controller is currently projecting a $1.220 million increase in General Fund allocations for 2003-04 over the amount appropriated in the current year. General Fund is projected to increase 3.9% from $31.134 million to $32.354 million. Property tax allocations are currently projected to increase $400,000 over the amount appropriated in the current year. Property tax dollars will increase 1.8% from $22.390 million to $22.790 million. Total revenue received under the Charter requirement will increase by 3% or $1.620 million – from $53.524 million to $55.144 million. Estimated revenue changes are summarized on Attachment A.

### *Library Baseline Cost Adjustments*

Excluding negotiated general salary increases which are unknown at this time the Library's baseline budget is expected to increase by $432,000 – from $53.524 million to $53.956 million (0.8%). Assuming up to a 3% negotiated general salary increase, the Library's baseline budget would increase by an additional $1.170 million – from $53.956 to $55.126 million (2.2%). Each 1% increase in salaries is equal to approximately $390,000 in salaries and related fringe benefits. The Mayor has stated that there are no dollars in 2003-04 for salary increases; however, given direction to absorb all baseline cost increases within our revenue base, we believe it prudent at this time to set funds aside for this purpose. Based on the Controller's current revenue forecast, the Library would have sufficient funds to cover baseline increases including a negotiated general salary increase up to 3%. Baseline budget adjustments are summarized on Attachment A.

If negotiated salary increases are less than 3%, the Library's baseline budget would actually be less than projected revenue and additional items could be added or funded. As a first priority, the Library would recommend increasing the book budget by 3% consistent with the increase in revenue. The Library has prepared Budget Change Concepts (new funding proposals) that could be included in the budget if revenue is available to support them. These proposals are in addition to programs and activities funded in the baseline budget and would be added only after discussion and approval by the Library Commission.

New funding proposals will not be included in the budget submitted to the Mayor in February. We plan to present recommendations on budget augmentations to the Library Commission in a subsequent meeting. We expect to know whether we can add items to the budget in April or May 2003. Decisions will hinge on the outcome of collective bargaining and the Controller's nine-month revenue forecast issued in May 2003.

### *Library Preservation Fund Reserves*

Library Preservation Fund reserves currently total $3.532 million. This is 6.4% of estimated revenue. It is Commission policy to maintain a reserve of at least 3%. A 3% reserve is $1.654 million. Assuming we maintain a 3% reserve, $1.878 million could be budgeted for one-time projects not funded in the baseline budget. We propose budgeting $1.417 million from the reserve to cover the 2nd year cost of the new integrated library system ($545,000), to purchase a new delivery truck for the materials distribution program ($40,000), continue funding for the Branch Library Maintenance and Repair Program ($200,000) and the final year of the Branch Library Telephone System Replacement Project ($270,000); continue funding of the PC replacement program ($300,000) and to fund equipment and start-up services for the new Support Services Center ($62,300). Funding these items from the reserve would leave a balance of $2.115 million – 3.84% of estimated revenue in 2003-04. This analysis is also summarized on Attachment A.

### *Contingency Reduction Planning*

The Library initially prepared $2.6 million in reductions based on revenue projections received prior to December 6th. Reduction proposals were prepared on the assumption that revenue allocations made to the Library in 2003-04 under Charter Section 16.109 would not increase from current year levels and that cost increases anticipated in 2003-04 would have to be absorbed within this revenue base. As instructed by the Mayor, we prepared reductions proposals totaling $1.1 million to align estimated baseline costs (which are increasing) with estimated revenue (which the Controller estimated would remain flat), and $1.5 million in contingency reductions. Given the City Controller's revised revenue forecast, it will not be necessary to cut the budget to accommodate baseline cost increases. The Library will be able to cover baseline cost increases within its projected revenue base.

The Library, however, is still required by the Mayor to prepare a contingency reduction plan equal to 5% of its projected General Fund. Based on a General Fund forecast of $32.354 million a 5% reduction is equivalent to $1.6 million. Contingency reductions are summarized on Attachments B-1 (by priority) and B-2 (by division). As indicated, reductions will not be incorporated into the proposed budget we submit to the Mayor in February. They could however, be incorporated after the budget is submitted if revenue falls below current projections or if baseline costs exceed current estimates.

Budget cuts of this magnitude will impact to some degree services and programs offered by the Library. In developing its reduction plan, the Library endeavored to minimize impacts on direct public service, minimize impacts on mission-critical, core library services and programs, maintain capacity to care for its physical infrastructure, and to maintain the book budget.

*Budget Reduction Planning Process*

Division Chiefs were tasked with identifying $2.6 million in reductions based on revenue projections provided by the Controller prior to December 6th and on in-house estimates of baseline cost increases[1]. Of the $2.6 million reduction, $1.1 million were necessary to align the baseline budget with projected baseline revenue, and, $1.5 million were contingency cuts that would be implemented only if revenue fell short of projections or costs were greater than estimated.

Each division was assigned a reduction target. Division targets were determined by prorating the cut ($2.6 million) among the divisions based on their current budget. This worked out to be 4.7% of each division's budget. The target was a minimum and Chiefs were asked to consider reductions that exceeded their targeted level in order to provide flexibility and discretion in decision-making. A total of $2.991 million in reduction proposals were submitted. Chiefs were instructed to propose cuts that would least impact public service or operations in their respective program areas.

Because the Controller's updated revenue forecast mitigates the need for reductions to cover baseline budget cost increases, reductions the Library prepared are significantly less than expected. This facilitated reduction planning as it broadened the pool of proposed cuts from which to choose and allowed the Library to prioritize reduction proposals based on the criteria described previously.

The City Librarian, the Deputy City Librarian, and the Finance Director reviewed the proposals prepared by each Chief and prepared a preliminary list of reduction priorities totaling $1.6 million. In preparing the list, the group was mindful of comments made by individual Commissioners regarding core vs. non-core services and programs.

The preliminary list developed by the City Librarian, the Deputy City Librarian, and the Finance Director was discussed with the Library's Management Team and revised based on their comments and additional discussions between the Chiefs and the City Librarian and the Deputy City Librarian. The list of priority reductions before the Commission is a product of this process.

*Description of Reductions*

The Library's recommendations are made up of forty-four individual reductions that total $1,618,100. Personnel reductions total 15.62 FTE and $1,029,238 or 63.6% of the total reduction, and operating expense reductions total $588,862 or 36.4% of the total. The ratio of personnel reductions to operating expense reductions is not surprising. With close to 90% of the Library's budget committed to staff and books, cutting $1.6 million out of the budget will requires [illegible] reduction in staffing. Excluding the book budget, the proposed contingency reduction [illegible] reflects a 10.2% reduction to the Library's operating expense budget. In contrast, the proposed reduction in personnel reflects only a 2.[illegible]% cut to the personnel budget.

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[1] Baseline Budget reflects the funding necessary to continue existing services and programs offered by the Library into the next fiscal year.

With regard to personnel reductions, of the 15.62 FTE:

- 9.75 FTE or 62.4% are currently filled positions and 5.87 FTE or 37.6% are vacant positions.

- 11.88 FTE are public service positions in the Main (7.88), Branch (2.0), or Children's Program (2.0). They include Librarian (6.0), Library Technician (2.0), Library Assistant (2.5), and Library Page (3.38) positions. 1.25 FTE are administrative positions, and 2.49 FTE are support positions in Public Affairs (0.5), Technical Services (1.0) and Information Resource Management (1.0).

- The 15.62 FTE represents 2.5% of the Library's FTE base of 612.86.

With respect to operating expense reductions:

- The Library would eliminate $175,000 in grant funds budgeted for the Tool Lending Center, $131,776 in equipment and DRA system maintenance funds that won't be needed as services are covered by the contract with Innovative Interfaces for the new integrated library system, and, $13,745 for non-recurring internet service line charges. These items total $320,521, constitute 54.4% of operating expense reductions, and would not impact direct services or operations. With the exception of funding for the Tool Lending Center, the loss of these funds represents mainly a loss of opportunity to redirect these funds for other program uses.

- The balance of operating expense reductions totaling $268,341 (45.6%) will affect services or operations if implemented. Included in this group is $150,473 reduction to various materials and supply budgets, $92,888 reduction in equipment service and maintenance funds, $11,880 reduction in training funds, $7,500 reduction in travel funds, and $5,000 reduction in mailing and reproduction services.

With respect to reductions by program:

- As a percent of targeted reductions, Public Affairs and Administration had the highest percentage taken – 99.9% and 98%, respectively. These two divisions are followed by the Main (79.2%), Automation (66.5%); Children's (64.5%), Branch (60.4%); Technical Services (47.6%), Operations (44.4%), and, IRMO (24.7%).

- As a percent of division budget, Public Affairs and Administration take the biggest hits – 4.7% and 4.6% respectively. Public Affairs and Administration are followed by the Main (3.7%), Children's (3.1%); Automation (3.1%), Branch Libraries (2.9%); Operations (2.2%), Technical Services (2.2%), and IRMO (1.1%).

- As a percent of the total reduction, the Main Library and the Branch Library divisions take the largest cuts – $479,214 (29.6%) and $368,704 (22.8%), respectively. The Main and the Branch divisions are followed by Children's Programs $194,731 (12%), Operations $143,888 (8.9%), Administration $131,[illegible] (8.[illegible]%), Automation $102,791 (6.3%), Technical Services $86,776 (5.4%), IRMO $60,000 (3.7%), and Public Affairs $50,237 (3.1%). Attachment C summarizes these statistics.

*Analysis of Proposed Contingency Reductions*

Given the magnitude of the potential reduction, service and operational impacts cannot be wholly avoided. If implemented, there would be fewer FTE providing service, fewer dollars for program materials and supplies, fewer dollars for equipment maintenance, and fewer dollars for training and business travel. Although impacts cannot be avoided, the staff's recommendations will least impact services and operations.

- **Main Library ($479,214):** Reductions in the Main Library are all personnel related. Excluding non-discretionary funds for equipment maintenance and contract funds for the Public Copy and Print Program, the Main Library has only $119,000 for discretionary program materials and supplies. Reductions to this budget are not feasible. Proposed FTE reductions in the Main would be mitigated through strategic redesign of first floor operations in conjunction with POE improvements and the move of Technical Services to the Support Services Center at 190 9th Street. This includes staff reductions at the A/V desk and listening stations (3.0 FTE) and in Borrower Services (1.0 FTE). Staff reductions in the Business.Science.Technology Center (1.0 FTE), General Collections (1.5 FTE) and the S.F. History Room (0.5 FTE), could be mitigated by increasing the number of hours individuals spend at a service desk or through the adjustment of work schedules. The proposed reduction in the Library for the Blind (0.38 FTE) would have no impact on the program, as tasks performed would be eliminated with implementation of the new integrated library system.

- **Branch Libraries ($368,704):** Reductions include funding for the Tool Lending Center ($175,000); program materials and supplies ($40,000), and 2.0 FTE ($153,704). FTE reductions in the Branch have been kept to a minimum. FTE reductions include 0.5 Librarian II for the new Mission Bay Branch Library – now expected to open in FY 2004-05, a full-time Librarian I floater, and a half-time Library Assistant I at the Mission Branch. The Branch Division currently has 10.3 floater FTE. The proposed reduction of 1.0 Librarian floater represents a 9.7% reduction in this workforce. The loss of a Librarian I floater and a half-time Library Assistant will result in incremental but not significant reduction in service. The reduction in materials and supplies represents a 27% cut to this budget – approximately $1,500 per branch. Branch allocations would decline from $5,700 branch to $4,200/branch.

- **Office of Children and Youth Services ($194,731):** Reductions include funding for equipment maintenance ($42,154) no longer needed with the implementation of the new integrated library system and 2.0 FTE ($152,557). FTE reductions have been kept to a minimum. Reductions include 1.0 Librarian I in the Main Library Children's Center and 1.0 Librarian I serving Juvenile Hall. The Juvenile Hall program is a non-core, non-traditional service that will be eliminated if reductions become necessary and coverage in the Children's Center would be addressed through scheduling adjustments.

- **Technical Services ($86,776):** Reductions include equipment maintenance ($20,576), materials and supplies ($12,600), and 1.0 FTE ($53,600). The reduction in equipment maintenance will not materially affect the program as maintenance is provided through the contract with Innovative Interface for the new integrated library system. The cut in funding for materials and supplies represents a 7.2% reduction to the division's materials and supplies budget and will result in a minor diminishment in purchasing ability. The FTE reductions will not materially affect operations.

- **Automation ($102,791):** Reductions include equipment maintenance ($69,046); data processing materials and supplies ($20,000); and Internet service charges ($13,745). Cutting equipment maintenance will not affect the program, as maintenance will be provided through the contract with Innovative Interface, Inc. for the new integrated library system. The loss of funds budgeted for Internet service charges have no impact as these funds were budgeted in the current year to cover a one-time cost. The reduction to the materials and supplies budget is a 9.8% cut that will reduce the budget from $203,000 to $183,000 and lead to a nominal loss of purchasing power.

- **Information Resource Management ($60,000):** Savings would be achieved by cutting a Librarian Technician I position in the Community Services Directory program. This program provides access to a directory of San Francisco-based community organizations and government services. Cutting this position would diminish the ability to maintain the database and the Library would explore the potential of other data aggregators to take over responsibility of the database.

- **Operations & Maintenance ($143,888):** Savings would be achieved by cutting building material and supplies ($11,000), equipment maintenance supplies ($41,000), equipment maintenance repair ($5,000), and by modifying equipment maintenance contracts from annual service and maintenance agreements to time and materials agreements ($83,888). The reduction in building materials and supplies is a [illegible] cut that reduces this allotment from $221,000 to $[illegible]. The reduction in equipment maintenance supplies is a 24% cut that reduces the allotment from $169,000 to $128,000. Modifying equipment service maintenance contracts to time and material only is a 26% cut that reduces this allotment from $320,388 to $236,500. Reductions are manageable if they become necessary. All critical building systems and equipment (HVAC, Fire, Life, Safety, Elevators, etc.) will be maintained. However, cuts will in some cases result in slower response to routine maintenance requests.

- **Public Affairs ($50,237):** Reductions reflect a [illegible]% cut in total spending for this program. Along with Administration, Public Affairs would take the largest percentage cut to its budget. Savings would be achieved by cutting a half-time Curator II position ($36,237), and by reducing funds for reproduction and mailing ($5,000); materials and supplies ($5,000), and equipment maintenance ($4,000).

- **Administration ($131,759):** Reductions reflect a 4.6% cut in total spending in this program. Along with Public Affairs, Administration would take the largest percentage cut to its budget. Savings would be achieved by cutting a Payroll Clerk position ($66,560) and a 0.25 Library Page position ($8,543), and by eliminating funds for reclassification of 2.0 Payroll Clerk positions ($10,534). Other savings would be achieved through reductions in overtime ($8,269), training ($11,880), travel ($7,500) and various materials, supplies, and services allotments ($18,173). Although the most egregious cut would be the loss of a Payroll Clerk, the impact could be mitigated through the implementation of an on-line time-keeping system. Other reductions are manageable although they will result in less staff training, less business travel, and diminished purchasing power.

*Reduction Proposals not Recommended*

A total of $2.991 million in reductions were prepared, reviewed, and prioritized by staff. Of this total, $1.373 million in suggested cuts are not being recommended, as they do not meet the criteria referenced previously in this report. The cuts we are not recommending would, we believe, more severely impact public service, significantly reduce our capacity to maintain facilities and protect the public who use our facilities, and reduce spending for books and other material for the collection. This group of reductions included additional public service staff in the Main (1.0) and the Branch Libraries (3.75) including floaters and part-time as needed staff, custodial and security staff in Operations (4.5); and support staff in Technical Services (1.0), and Administration (1.5).

Please call me at (415) 557-4248 if you have questions prior to the January 7th meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen McKeon, Budget Officer

12/30/2002

# BUDGET PLANNING ESTIMATES
Revenue Expenditures

ATTACHMENT A

## LIBRARY PRESERVATION FUND (REVENUE & BUDGET)

| 2003-04 | Baseline Budget | 5% Contingency Reductions | Revised |
|---|---|---|---|
| Sources | | | |
| Gen Fund | $ 32,354,000 | $ (1,617,700) | $ 30,736,300 |
| Prop Tax | $ 22,790,000 | $ - | $ 22,790,000 |
| Total | $ 55,144,000 | $ (1,617,700) | $ 53,526,300 |
| Budget | | | |
| Base | $ 53,524,097 | $ (1,617,700) | $ 51,906,397 |
| Onetime Adj | $ (492,867) | $ - | $ (492,867) |
| Annualized Costs (MOU) | $ 49,290 | $ - | $ 49,290 |
| Annualized Costs (FTE) | $ 53,750 | $ - | $ 53,750 |
| Retirement Add-back | $ 120,757 | $ - | $ 120,757 |
| 1-Day Add | $ 146,265 | $ - | $ 146,265 |
| Attrition Adj | $ 194,784 | $ - | $ 194,784 |
| Step M | $ 57,875 | $ - | $ 57,875 |
| Rent Increases | $ 18,000 | $ - | $ 18,000 |
| Work Order (5%) | $ 69,642 | $ - | $ 69,642 |
| Bldg/Equip Maint (5%) | $ 54,554 | $ - | $ 54,554 |
| SSC - 190-9th | $ 159,735 | $ - | $ 159,735 |
| Subtotal | $ 53,955,882 | $ (1,617,700) | $ 52,338,182 |
| Unknown Costs | | | |
| MOU COLA (est 3%) | $ 1,170,000 | $ - | $ 1,170,000 |
| Health Premium Adjust. | $ - | $ - | $ - |
| Total Budget | $ 55,125,882 | $ (1,617,700) | $ 53,508,182 |
| Variance (Revenue - Budget) | $ 18,118 | $ - | $ 18,118 |

## LIBRARY PRESERVATION FUND RESERVE

| Balance (7/1/02) | Calculated 3% Reserve | Available to Maintain 3% Reserve | Recommend-ed Use | Adjusted Balance Available | Remaining Reserve Balance |
|---|---|---|---|---|---|
| $ 3,532,376 | $ 1,654,320 | $ 1,878,056 | $ 1,417,300 | $ 460,756 | $ 2,115,076 |
| 6.41% | 3.00% | | | | 3.84% |

| ONE-TIME PROJECTS | | |
|---|---|---|
| Integrated Library System | $ 545,000 | Year 2 of 3 |
| Branch M&R | $ 200,000 | Maintenance & Repair Projects |
| PC Replacement Program | $ 300,000 | Technology refreshment |
| Delivery Truck | $ 40,000 | Distribution Services |
| Branch Telephone Projects | $ 270,000 | Final Phase of Upgrade Program |
| SSC Equipment/OT Srvcs | $ 62,300 | Equip., security system setup, book trucks |
| TOTAL | $ 1,417,300 | |

F me=REVENUE SUMMARY PER MTG WITH Joe Matranga ( et)

# FY 2003-04 CONTINGENCY REDUCTIONS
(By Priority)

| Pri | Division | Description | FTE | F/V | Classification | [illegible] |
|---|---|---|---|---|---|---|
| 1 | Admin (CL) | Reduce various service/supply accounts. Includes travel ($7,500) professional srvcs, materials & supplies, other office supplies | 0.00 | | | $ [illegible] |
| 1 | Admin (HR) | Downgrade (reclass) 2 payroll clerk positions | | | | $ [illegible] |
| 1 | Automation | SBC/Pacific Bell Internet Access charges (budget adjustment) | 0.00 | | | $ [illegible] |
| 1 | Branch | Eliminate grant to Tool Lending Center | | | | $ [illegible] |
| 1 | Branch | Eliminate Librarian II -- Mission Bay Branch Library | 0.50 | V | 3632 Librarian II | $ [illegible] |
| 1 | Childrens | Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds | 0.00 | | | $ [illegible] |
| 1 | Main | Eliminate 1.0 3630 Librarian I in General Collections | 1.00 | V | 3630 Librarian I | $ [illegible] |
| 1 | Main | Eliminate 1.0 3602 Page - Library for the Blind | 0.38 | F | 3602 Library Page | $ [illegible] |
| 1 | Operations | Further reductions in materials & supplies budgets for all crafts | 0.00 | | | $ [illegible] |
| 1 | Operations | Eliminate Johnson Control Maintenance Contract | 0.00 | | | $ [illegible] |
| 1 | Public Affairs | Reduce programming and exhibitions staff by 0.5 3542 Curator II | 0.50 | F | 3542 Curator II | $ [illegible] |
| 1 | Public Affairs | Reduce budget for repair/replacement of exhibit cases | 0.00 | | | $ [illegible] |
| 1 | Techn Srvcs | Innovacq maintenance service funds | 0.00 | | | $ [illegible] |
| 1 | Techn Srvcs | Reduce 20 hour/wk page to 15 hour/wk page | 0.13 | V | 3602 Library Page | $ [illegible] |
| 1 | Techn Srvcs | Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation | 0.00 | | | $ 12,000 |
| | Subtotal | | 2.50 | | | $ 521,[illegible] |
| 2 | Admin (FO) | Reduce operating funds 20% | 0.00 | | | $ [illegible] |
| 2 | Admin (HR) | Reduce training funds | 0.00 | | | $ [illegible] |
| 2 | Automation | Reduce funds budgeted for service and software maintenance | 0.00 | | | $ [illegible] |
| 2 | Operations | Reduce equipment repair funds for custodial equipment | 0.00 | | | $ [illegible] |
| 2 | Public Affairs | Reduce budget for graphic materials & supplies | 0.00 | | | $ [illegible] |
| 2 | Techn Srvcs | Eliminate access to RLIN bibliographic utility | 0.00 | | | $ [illegible] |
| 2 | Techn Srvcs | Eliminate 15 hour/wk Library Page in Catalog Dept | 0.38 | F | 3602 Library Page | $ [illegible] |
| | Subtotal | | 0.38 | | | $ 102,[illegible] |

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| Pri | Division | Description | FTE | F/V | Classification | [illegible] |
|---|---|---|---|---|---|---|
| 3 | Automation | Reduce funds budgeted for data processing supplies | 0.00 | | | $ 20,000 |
| 3 | IRMO | Eliminate SF Community Services Directory (Community Connection) | 1.00 | F | 3616 Library Techn I | $ [illegible] |
| 3 | Main | Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds | 3.00 | F<br>F | 3610 Library Assistants<br>3602 Library Page | $ 161,[illegible] |
| 3 | Operations | Reduce materials & supply budgets for crafts | 0.00 | | | $ 14,000 |
| 3 | Operations | Modify/reduce equipment service & maintenance contracts (time & material only) | 0.00 | | | $ 66,[illegible] |
| 3 | Public Affairs | Reduce work orders for reproduction and mail services | 0.00 | | | $ 5,000 |
| 3 | Public Affairs | Reduce audi-visual equipment maintenance funds | 0.00 | | | $ 4,000 |
| 3 | Techn Srvcs | Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions. | 0.50 | V | 3616 Library Techn I | $ 35,513 |
| | Subtotal | | 4.50 | | | $ 365,640 |
| 4 | Admin (HR) | Reduce various operating budget line-items | 0.00 | | | $ 5,000 |
| 4 | Childrens | Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center | 1.00 | V | 3630 Librarian I | $ 80,014 |
| 4 | Main | Eliminate 2 half-time 3602 positions in Borrower Services | 1.00 | F | 3602 Library Page | $ 41,[illegible] |
| 4 | Public Affairs | Reduce media production supplies | 0.00 | | | $ [illegible] |
| | Subtotal | | 2.00 | | | $ 128,505 |
| 5 | Admin (HR) | Eliminate one full-time 1220 Payroll Clerk position | 1.00 | F | 1220 Payroll Clerk | $ [illegible] |
| 5 | Branch | Reduce supply and equipment budget 3% | 0.00 | | | $ 40,000 |
| 5 | Branch | Eliminate full-time 3630 Librarian I (floater) | 1.00 | F | 3630 Librarian I | $ [illegible] |
| 5 | Childrens | Eliminate full-time 3630 Librarian I position serving Juvenile Hall | 1.00 | F | 3630 Librarian I | $ [illegible] |
| 5 | Main | Eliminate Librarian I in Business/Science/Technology | 1.00 | V | 3630 Librarian I | $ [illegible] |
| | | | 4.00 | | | $ 346,211 |
| 6 | Admin (HR) | Reduce overtime funds | 0.00 | | | $ [illegible] |
| 6 | Branch | Eliminate half-time Library Assistant I - Mission Branch | 0.50 | V | 3610 Library Assistant | $ [illegible] |
| 6 | Main | Eliminate full time Library Technian in SF History | 1.00 | V | 3615 Library Techn [illegible] | $ [illegible] |

# FY 2003-04 CONTINGENCY REDUCTIONS
(By Priority)

ATTACHMENT B.1

| Prior | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| | Subtotal | | 1 50 | | | $ 104,[illegible] |
| 7 | Admin (HR) | Eliminate 3602 Position | 0 25 | V | 3602 Library Page | $ 8,543 |
| 7 | Main | Eliminate Librarian I in General Collections | 0 50 | F | 3630 Librarian I | $ 39,220 |
| | | | 0.75 | | | $ 47,763 |
| TOTAL RECOMMENDED REDUCTIONS | | | 15 62 | | | $ 1,618,100 |

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| OTHER APPROVED CUTS NOT REQUIRED AT 5% REDUCTION LEVEL | | | | | | |
| 7 | Techn Srvcs | Eliminate 1424 Clerk Typist (COATS and Acquisitions) | 1 00 | F | 1424 Clerk Typist | $ 55,011 |
| 8 | Main | Eliminate half-time 3630 Librarian I (Patent & Trademark Center) | 0 50 | F | 3630 Librarian I | $ 39,220 |
| 9 | IRMO | Eliminate Chief of IRMO position | 1 00 | V | 3643 Librarian IV | $ 118,750 |
| | Subtotal | | 2.50 | | | $ 212,981 |
| PROPOSED REDUCTIONS NOT RECOMMENDED | | | 12.75 | | | $ 1,159,884 |
| OTAL PROPOSED REDUCTIONS PREPARED | | | 30.87 | | | $ 2,990,965 |

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12/30/2002

# FY 2003-04 CONTINGENCY REDUCTIONS
(By Division)

ATTACHMENT B 2

| Priority | Division | Description | FTE | F/V | Classification | [illegible] |
|---|---|---|---|---|---|---|
| 1 | Admin (FO) | Reduce various service/supply accounts - includes travel ($7,500) professional svcs, materials & supplies, other office supplies | 0.00 | | | $ [illegible] |
| 2 | Admin (FO) | Reduce operating funds 20% | 0.00 | | | $ [illegible] |
| 1 | Admin (HR) | Downgrade (reclass) 2 payroll clerk positions | 0.00 | | | $ [illegible] |
| 2 | Admin (HR) | Reduce training funds | 0.00 | | | $ [illegible] |
| 4 | Admin (HR) | Reduce various operating budget line-items | 0.00 | | | $ [illegible] |
| 5 | Admin (HR) | Eliminate one full-time 1220 Payroll Clerk position | 1.00 | F | 1220 Payroll Clerk | $ [illegible] |
| 5 | Admin (HR) | Reduce overtime funds | 0.00 | | | $ [illegible] |
| 7 | Admin (HR) | Eliminate 3602 Position | 0.25 | V | [illegible] | $ [illegible] |
| | | | 1.25 | | | $ [illegible] |
| 1 | Automation | SBC Pacific Bell Internet Access charges (budget adjustment) | 0.00 | | | $ [illegible] |
| 2 | Automation | Reduce funds budgeted for service and software maintenance | 0.00 | | | $ [illegible] |
| 3 | Automation | Reduce funds budgeted for data processing supplies | 0.00 | | | $ [illegible] |
| | | | 0.00 | | | $ [illegible] |
| 1 | Branch | Eliminate grant to Tool Lending Center | | | | $ [illegible] |
| 1 | Branch | Eliminate Librarian II -- Mission Bay Branch Library | 0.50 | V | 3632 Librarian II | $ [illegible] |
| 5 | Branch | Reduce supply and equipment budget 3% | 0.00 | | | $ [illegible] |
| 5 | Branch | Eliminate full time 3630 Librarian I (floater) | 1.00 | F | 3630 Librarian I | $ [illegible] |
| 6 | Branch | Eliminate half time Library Assistant I - Mission Branch | [illegible] | V | 3610 Library Asst | $ [illegible] |
| | | | 2.00 | | | $ [illegible] |
| 1 | Childrens | Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds | 0.00 | | | $ [illegible] |
| 4 | Childrens | Eliminate full time 3630 Librarian I position in the Main's Childrens' Center | 1.00 | V | 3630 Librarian I | $ [illegible] |
| 5 | Childrens | Eliminate full time 3630 Librarian I position serving Juvenile Hall | 1.00 | F | 3630 Librarian I | $ [illegible] |
| | | | 2.00 | | | $ [illegible] |
| 3 | IPAO | Eliminate SF Community Services Directory (Community Connection) | 1.00 | F | 3615 Library Techn I | $ [illegible] |
| | | | 1.00 | | | $ [illegible] |
| 1 | Main | Eliminate 1.0 3630 Librarian I in General Collections | 1.00 | V | 3630 Librarian I | $ [illegible] |
| 1 | Main | Eliminate 1.0 3602 Page - Library for the Blind | 0.75 | F | 3602 Library Page | $ [illegible] |
| 3 | Main | Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds | 3.00 | F | 3610 Library Assts<br>3602 Library Page | $ [illegible] |
| 4 | Main | Eliminate 2 half time 3602 positions in Borrower Services | 1.00 | F | 3602 Library Page | $ [illegible] |
| 5 | Main | Eliminate Librarian I in Business/Science/Technology | 1.00 | V | 3630 Librarian I | $ [illegible] |
| 6 | Main | Eliminate full-time Library Technian in SF History | 1.00 | V | 3616 Library Techn I | $ [illegible] |
| 7 | Main | Eliminate Librarian I in General Collections | 0.50 | F | 3630 Librarian I | $ [illegible] |
| | | | 7.88 | | | $ 479,214 |
| 1 | Operations | Further reductions in materials & supplies budgets for all crafts | 0.00 | | | $ 41,000 |
| 1 | Operations | Eliminate Johnson Control Maintenance Contract | 0.00 | | | $ 15,000 |
| 2 | Operations | Reduce equipment repair funds for custodial equipment | 0.00 | | | $ 5,000 |
| 3 | Operations | Reduce materials & supply budgets for crafts | 0.00 | | | $ 14,000 |
| 3 | Operations | Modify/reduce equipment service & maintenance contracts (time & material only) | 0.00 | | | $ 68,888 |
| | | | 0.00 | | | $ 143,888 |
| 1 | Public Affairs | Reduce programming and exhibitions staff by 0.5 3542 Curator II | 0.50 | F | 3542 Curator II | $ [illegible] |
| 1 | Public Affairs | Reduce budget for repair/replacement of exhibit cases | 0.00 | | | $ [illegible] |
| 2 | Public Affairs | Reduce budget for graphic materials & supplies | 0.00 | | | $ [illegible] |
| 3 | Public Affairs | Reduce work orders for reproduction and mail services | 0.00 | | | $ [illegible] |
| 3 | Public Affairs | Reduce audi-visual equipment maintenance funds | 0.00 | | | $ [illegible] |
| 4 | Public Affairs | Reduce media production supplies | 0.00 | | | $ [illegible] |
| | | | 0.50 | | | $ [illegible] |
| 1 | Techn Srvcs | Innovacq maintenance service funds | 0.00 | | | $ [illegible] |
| 1 | Techn Srvcs | Reduce 20 hour/wk page to 15 hour/wk page | 0.12 | [illegible] | 3602 Library Page | $ [illegible] |
| 1 | Techn Srvcs | Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation | 0.00 | | | $ [illegible] |
| 2 | Techn Srvcs | Eliminate access to RLIN bibliographic utility | 0.00 | | | $ [illegible] |
| 2 | Techn Srvcs | Eliminate 15 hour/wk Library Page in Catalog Dept | 0.38 | F | 3602 Library Page | $ [illegible] |
| [illegible] | Techn Srvcs | Eliminate [illegible] Technical Assistant I (bilingual) in Acquisitions | [illegible] | [illegible] | [illegible] | $ [illegible] |
| | | | 1.00 | | | $ [illegible] |
| | | TOTAL RECOMMENDED REDUCTIONS | 15.62 | | | $ [illegible] |

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## FY 2003-04 CON Com .GENCY REDUCTIONS

## ATTAC...IENT C

### Budget

| Division | 02-03 Budget | Reduction Target | Proposed Reductions | Approved Reductions | APPROVED REDUCTIONS | | | | Target % of Budget |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | % of Budget | % of Target | % of Proposed | % of Approved | |
| Admin | $ 2,837,262 | $ 134,396 | $ 243,287 | $ 131,759 | 4.64% | 98.04% | 54.16% | 8.14% | 4.74% |
| Automation | $ 3,261,149 | $ 154,474 | $ 102,791 | $ 102,791 | 3.15% | 66.54% | 100.00% | 6.35% | 4.74% |
| Branch | $ 12,888,269 | $ 610,488 | $ 570,640 | $ 368,704 | 2.86% | 60.39% | 64.61% | 22.79% | 4.74% |
| Childrens | $ 6,369,096 | $ 301,690 | $ 325,318 | $ 194,731 | 3.06% | 64.55% | 59.86% | 12.03% | 4.74% |
| IRMO | $ 5,127,992 | $ 242,902 | $ 513,750 | $ 60,000 | 1.17% | 24.70% | 11.68% | 3.71% | 4.74% |
| Main | $ 12,769,730 | $ 604,874 | $ 591,590 | $ 479,214 | 3.75% | 79.23% | 81.00% | 29.62% | 4.74% |
| Operations | $ 6,839,044 | $ 323,950 | $ 430,413 | $ 143,888 | 2.10% | 44.42% | 33.43% | 8.89% | 4.74% |
| Public Affairs | $ 1,061,787 | $ 50,295 | $ 50,237 | $ 50,237 | 4.73% | 99.88% | 100.00% | 3.10% | 4.74% |
| Techn Srvcs | $ 3,850,661 | $ 182,397 | $ 162,939 | $ 86,776 | 2.25% | 47.58% | 53.26% | 5.36% | 4.74% |
| TOTAL | $ 55,004,990 | $ 2,605,466 | $ 2,990,965 | $ 1,618,100 | 2.94% | 62.10% | 54.10% | 100.00% | 4.74% |

### Full-time Equivalents (FTE)

| Division | 02-03 Budget | Reduction Target | Proposed Reductions | Approved Reductions | APPROVED REDUCTIONS | | | | Target % of Budget |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | % of Budget | % of Target | % of Proposed | % of Approved | |
| Admin | 21.25 | n/a | 2.75 | 1.25 | 5.86% | n/a | 45.36% | n/a | n/a |
| Automation | 12.97 | n/a | 0.00 | 0.00 | 0.00% | n/a | 0.00% | n/a | n/a |
| Branch | 178.75 | n/a | 4.75 | 2.00 | 1.12% | n/a | 42.11% | n/a | n/a |
| Childrens | 73.20 | n/a | 4.00 | 2.00 | 2.73% | n/a | 50.00% | n/a | n/a |
| IRMO | 9.69 | n/a | 3.00 | 1.00 | 10.32% | n/a | 33.33% | n/a | n/a |
| Main | 181.92 | n/a | 9.38 | 7.88 | 4.33% | n/a | 84.00% | n/a | n/a |
| Operations | 72.08 | n/a | 4.50 | 0.00 | 0.00% | n/a | 0.00% | n/a | n/a |
| Public Affairs | 13.22 | n/a | 0.50 | 0.50 | 3.78% | n/a | 100.00% | n/a | n/a |
| Techn Srvcs | 49.78 | n/a | 2.00 | 1.00 | 2.01% | n/a | 50.00% | n/a | n/a |
| TOTAL | 612.86 | | 30.87 | 15.62 | 2.55% | | 50.60% | | |

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SAN FRANCISCO
PUBLIC LIBRARY

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

1/16/03
"corrected"
Notice

## NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, January 16, 200~~2~~3
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
   Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of December 19, 2002.
   (Explanatory document: draft Minutes)

2. BOND PROGRAM MANAGER'S REPORT — DISCUSSION
   (This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
   This report will consist of *an informational presentation*: none; *regular reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*: none.
   (Explanatory documents: current Bond Program Budget and detailed schedules,)

3. PROP. 14 STATE LIBRARY BOND UPDATE — DISCUSSION
   Presentation of and discussion of an update on Prop. 14 State Library Bond related activities and the SFPL projects for the 2nd cycle.
   (Explanatory document: Prop. 14 Update memo)

4. JOINT USE COOPERATIVE AGREEMENT BETWEEN SFPL & SFUSD — ACTION
   Presentation and discussion of Cooperative Agreements for the new Portola and Ingleside Branch Libraries between the Library and the San Francisco Unified School District (SFUSD) and possible action to approve resolutions recommending Board of Supervisors' approval of the proposed agreements.
   (Explanatory document: draft Portola & Ingleside Joint Use Cooperative Agreements)

5. PUBLIC COMMENT
   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

6. ADJOURNMENT (requires motion and public comment) — ACTION

1/10/03 - M.Housh, Commission Secretary

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

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Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

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## Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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Michael Housh, Commission Secretary
1/9/03

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*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

## NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, January 16, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
eborah Strobin
mmissioners

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
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   (Explanatory document: draft Minutes)

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3. PROP. 14 STATE LIBRARY BOND UPDATE — DISCUSSION
   Presentation of and discussion of an update on Prop. 14 State Library Bond related activities and the SFPL projects for the 2nd cycle.
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4. JOINT USE COOPERATIVE AGREEMENT BETWEEN SFPL & SFUSD — ACTION
   Presentation and discussion of Cooperative Agreements for the new Portola and Ingleside Branch Libraries between the Library and the San Francisco Unified School District (SFUSD) and possible action to approve resolutions recommending Board of Supervisors' approval of the proposed agreements.
   (Explanatory document: draft Portola & Ingleside Joint Use Cooperative Agreements)

5. PUBLIC COMMENT
   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

6. ADJOURNMENT (requires motion and public comment) — ACTION

1/10/03 - M.Housh, Commission Secretary

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JAN 16 2003
SAN FRANCISCO
PUBLIC LIBRARY

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Michael Housh, Commission Secretary
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JAN 2 7 2003
SAN FRANCISCO
PUBLIC LIBRARY

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
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orah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, January 16, 2003.
The San Francisco Public Library Commission held a regular meeting on Thursday, January 16, 2003 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:06PM by Vice President Steiman.

The following members were noted present: Commissioners Bautista, Coulter Steiman, and Strobin. Commissioners Chin and Streets were excused. President Higueras' arrival was expected to be delayed.

## AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE DECEMBER 19, 2002 COMMISSION MEETING

### Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE DECEMBER 19, 2002 COMMISSION MEETING

An anonymous member of the public commented that their Public Comment remarks as reported were a fair approximation of what was said, called attention to an editorial error in public comment on item #6, and found lacking the reporting of Commissioner Coulter's remarks concerning Martin Paley. Mr. Peter Warfield felt that the Minutes could be improved, citing a lack of details in branch renovation reports, and in comments he had made regarding changes on POE recommendations such as elimination of plans to bridge the 2nd floor. Mr. Warfield clarified his reported comments concerning a promise of case by case consideration of interim branch services .

### Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE NOVEMBER 21, 2002 COMMISSION MEETING

MOTION: Commissioner Coulter, seconded by Commissioner Steiman, that the December 19, 2002 Minutes be approved as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Strobin)

## AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

Ms. Marilyn Thompson, Branch Library Improvement Bond Program Manager informed the Commissioners that there would be no informational presentation at this meeting, then provided a detailed overview of her regular Budget, Schedule, Site Acquisitions, Active Projects, and Community Outreach Reports (see attached report) The Bond Program Manager called attention to the Budget Report dated

January 16th that recapped Bond Program Budget activity to date reflecting the change resulting from Commission action on December 20, 2002. The Bond Program Manager then reported no changes in the Schedule since June 20, 2002. Ms. Thompson then updated the Commissioners concerning site acquisition activities related to the Glen Park, Mission Bay, Portola, Ingleside, and Visitacion Valley Branch Libraries, and the Support Services Center at 190-9th Street. The Bond Program Manager next outlined active projects at the Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries as well as discussed recent RFQ's for professional services activities. Ms. Thompson then provided a schedule of recent and upcoming community outreach meetings and activities, reported the website up and active, and noted that the next edition of the Bond Program Newsletter should be released in February. Ms. Thompson reported that there would be no special report at this meeting.

## Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public remarked that two items went by quickly, a report that program schedules would be revised as a result of a Prop. 14 strategy, that this person noted had not been adopted by the Commission, and second that the Excelsior branch Design discussion would be held next month. This person noted that previous commitments to discuss Excelsior Branch had not been kept after being announced at the neighborhood meeting and some views concerning the project might not be heard if people were unsure of when the Commission would discuss it. Mr. Peter Warfield complained that explanatory documents were not mailed with the agenda and not available until the meeting, finding this a disservice to the public. Mr. Ed Regan expressed opposition to the proposed new Glen Park Branch, preferring a stand-alone library, and also voiced opposition to any cooperative agreement with the school district at the Portola Branch. Ms. Sue Cauthen commented that she was concerned with possible reductions in branch book collections and suggested that neighborhood organizations were also opposed. Ms. Jeannene Przyblyski, Friends of Noe Valley, lauded the selection of Alice Carey, a noted historic preservation architect, for the Noe Valley Branch and looked forward to the proposed neighborhood design intensive.

## Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

In response to questions by Vice President Steiman, Ms. Thomson reported that changes in various program costs had ultimately resulted in no significant changes in overall budgeted costs.

## AGENDA ITEM #3 PROP 14 STATE LIBRARY BOND UPDATE

City Librarian Susan Hildreth presented a more detailed report and overview of the

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. The speaker provides these summary statements. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Prop. 14 State Library Bond Board meeting held on December 19, 2002 and what its selections might mean for the Library's future applications (copy attached) for Prop. 14 (State Library Bond) funds. Ms. Hildreth analyzed the trends apparent in the allocation of the first $150 million to be awarded and discussed the implications for the $110 million in cycle 2, and the final cycle 3 $90 million. Ms. Hildreth discussed the near success of the Excelsior Branch application, citing its strengths and noting that its only weakness was the site's lack of space to expand. The City Librarian then described the rankings and geographical distribution of selected projects and noted that projects located in districts represented by State Bond Board Members fared better than others. Ms. Hildreth then outlined the Library's aggressive planning efforts to participate in the Prop. 14 cycle 2 applications calling attention to the strengths of the Richmond Branch application and discussed the competitive merits the of proposed Ingleside and Portola Branch applications. The City Librarian noted that joint use agreements with local schools seemed to be a key element in successful applications and discussed the Library's ongoing efforts to work with the school district. Ms. Hildreth noted that while Glen Park could be competitive, the State Bond's requirement for completed planning approvals could prevent its inclusion. The City Librarian then reported that Portola and Visitation Valley Prop. 14 applications would be submitted in the Fall of 2003 and that Bayview, North Beach and Ortega as well as several other branches might also be considered. Finally, Ms. Hildreth reported on efforts to put another $2 billion State Library Bond on the November 2004 Ballot noting that planning called for the automatic 1st priority funding by the new bond for unfunded Prop. 14 applications.

President Higueras joined the meeting at 4:40PM

## Public comment on AGENDA ITEM #3 PROP 14 STATE LIBRARY BOND UPDATE

An anonymous member of the public suggested that the Prop. 14 strategy should be placed before the Commission as an action item and addressed by the Commission. This person additionally commented on the highly competitive nature of the Prop. 14 funding process noting that the Library needed $10 in state funds to complete the Bond program. This individual cautioned against rushing into cooperative agreements with schools citing what they viewed as divergent interests. Mr. Ed Regan agreed with the previous speaker saying money with strings attached was not good and noted that cooperative agreements with schools would negatively impact senior's use of already crowded branches such as Parkside. Peter Warfield echoed previous speakers' concerns with the divergent interests of schools and libraries questioning their compatibility, and asking what the Library would give up to gain cooperation from the schools. Mr. Warfield also expressed concern with a possible loss of books from the Richmond Branch as a result of its renovation.

## Commission discussion of AGENDA ITEM #3 PROP 14 STATE LIBRARY BOND UPDATE

President Higueras pointed out that the Library Commission had originally requested a fully funded Bond Program, including $20 million more than was approved by the CIAC (Capital Improvement Advisory Committee), and that as a result of the Committee's decision the Library must compete for Prop. 14 funds to successfully complete the Bond Program as planned. President Higueras also strongly emphasized that cooperation with schools would organize service delivery, strengthen, and enhance branch libraries and improve services to all library users. President Higueras made it clear that the Commission viewed cooperation with schools as an opportunity to positively benefit the library system. Commissioner Bautista pointed out that schools have their own libraries and librarians and that public library cooperation with the schools would only enhance service for the entire community. Vice President Steiman recalled that it had been a longstanding wish of the Library Commission to be more involved in providing services to students and children even when there were no State funds to be gained through such cooperative efforts.

## AGENDA ITEM #4 JOINT USE COOPERATIVE AGREEMENT

City Librarian Susan Hildreth described the yearlong process of negotiation with the school district and school staff that resulted in the draft joint use cooperative agreement. Ms. Hildreth then presented the proposed cooperative agreement between the San Francisco Public Library and the San Francisco Unified School District for the Portola and Ingleside Branch Libraries to the Commissioners for their consideration and recommendation of approval to the Board of Supervisors (copy attached). Ms. Hildreth reported that Prop. 14 regulations required School Board and Board of Supervisors approval of such agreements. The City Librarian outlined and discussed in some detail the various elements of the proposed agreements governing and outlining the new relationships for Family Literacy Centers and Homework Help Centers between the branch libraries and the Martin Luther King, Jr. and Taylor Schools. The City Librarian pointed out that both schools had libraries and that the agreement would only enhance library services. The City Librarian noted that the 20 year agreements did not call for any co-location of services and were designed to match criteria outlined in the Prop. 14 regulations describing such relationships. Ms. Hildreth commented that these agreements would be worthwhile even if there were no state funding involved but that the programming provided under the agreements would be contingent on the Library receiving State Library Bond funds.

Ms. Hildreth then introduce Library Chief of Children and Youth Services Toni Bernardi who presented more details of how the proposed programs would work. Ms. Bernardi noted that the agreement would benefit children in the schools as well as neighborhood children, benefit the entire community as well as the children, not burden library staff or other users, and gain active reciprocity from schools by more active cooperation and participation by school staff. Ms. Bernardi then discussed how the new Family Literacy Center would function and benefits to the overall library programing that would result. Ms. Bernardi then discussed the Homework Centers. The Chief of Children & Youth Services concluded her report by pointing out that this program responded to the American Library Association's longtime goal that every schoolchild have a library card. The City Librarian reiterated that these services would only be provided if State funding were obtained for the branch libraries.

## Public comment on AGENDA ITEM #4 JOINT USE COOPERATIVE AGREEMENT

An anonymous member of the public expressed concern that explanatory documents were not received prior to the meeting and found troubling approval of a 20 year agreement to provide services when Prop. E (Library Preservation Fund) had only 7 years remaining. Mr. Ed Regan commented that school libraries, citing Lincoln High School, were only open for limited hours and that this agreement would encourage more students to use branch libraries that were already not big enough, resulting in seniors being left out. Mr. Peter Warfield urged the Commission not take action on a 20-year agreement without having time to review the impact of any changes and increased costs.

## Commission discussion of AGENDA ITEM #4 JOINT USE COOPERATIVE AGREEMENT

Vice President Steiman noted that the Library was already doing many of the things discussed in the agreements, found the plan laudable, and should be undertaken. Commissioner Bautista corrected Mr. Regan's misapprehensions concerning school library hours and noted that many of these connections between the schools and libraries were already in place. Commissioner Bautista suggested that such agreements were long overdue, important for families, and an outstanding use of the new branch library faculties. Commissioner Coulter commended Ms. Bernardi and her staff for working to create the means to cooperate with the schools and emphasized that serving children was a very important role for the Library. In response to questions by President Higueras, Ms. Hildreth reported that there would be no cash cost, only allocation of staff and materials, and noted that these proposals largely continued existing efforts in a more organized fashion. President Higueras agreed that the agreement s seemed to only make predictable what the library was already doing and inquired concerning what happened if the agreements did not work out. The City Librarian reported that she had raised this issue in discussions with State Library staff and been informed that there would be no strict reviews or required reports. Ms. Hildreth suggested that the personalities at the schools and in the branches could largely determine how well these agreements functioned.

MOTION: Commissioner Coulter, seconded by Commissioner Steiman, that the proposed joint use cooperative agreement between the San Francisco Public Library and the San Francisco Unified School District be approved and recommended to the Board of Supervisors for its approval.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

## AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public continued a previous discussion of the Fuhrman Fund. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week. Carol, a Parkside Branch user representing the Parkside Expansion and Renovation Committee presented the Commissioners with a petition and read a statement calling for the expansion of the Parkside Branch Library. A Parkside neighborhood parent commented on its need to expand, noting that children are the future, and that the branch library was a good safe place for children. Mr. Dan Ryan, a Parkside resident since 1969, noted that his children and grandchildren used the library. Mr. Ryan reported that the density and diversity of the growing neighborhood required that the library be expanded and indicated that the neighborhood was willing to work with the library to gain support for its expansion. Ms. Nancy Wuerfel, remarked that the neighborhood had requested an expansion of the branch in September and called attention to the neighborhood's successful campaign for the Parkside Elementary School. Ms. Wuerfel urged the Commissioners to suspend plans for the branch renovation and form a task force to find the needed funds to allow for an expansion of the branch. Ms. Wuerfel, indicated that both Supervisor Ma and Assemblyman Yee were interested in and supportive of the branch expansion proposal. Mr. Peter Warfield expressed support for expansion, suggested that the Bond Program plans would reduce book collections, and suggested floorspace was not the only issue. Mr. Warfield called for a reconsideration of the entire bond program and asked for an accounting of branch book collections. Ms. Louise Lee, Mercy High School student, requested a bigger Parkside Branch and could not see why this would be a problem. Ms. Annie Lee, Parkside resident asked that the branch be expanded, noting her school library was not open on weekends and the current branch was very crowded.

## AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: AYE-5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

The meeting was adjourned at 6:13PM.

Michael Housh, Commission Secretary 1/23/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

# Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

## Library Commission

January 16, 2002

## 1. Approval of 12/20/02 Minutes

Explanatory document available

Draft Minutes

## 2. Bond Program Manager's Report

## Informational Presentation

There is no informational presentation this month.

## Regular Reports

Budget Report
Schedule Report
Site Acquisitions Report
Active Projects Report
Community Outreach Update

## Budget Report

Explanatory document available

Current Budget Report

dated 1/16/03

## Budget Report

- Recap:
  - 10-10-01 Baseline Budget established
  - 12-20-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve (reduced all projects 5%)
  - 05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - TODAY- Report reflects Commission action of 12/20/02

## Schedule Report

Explanatory documents available

New Construction Detailed Schedule

Phases 1-5 Detailed Schedules

dated 6/20/02

## Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Glen Park moved up to match Developer's schedule
  - 01-17-02 Detailed schedules for Phases 1-2 issued
  - 02-21-02 Revised to reflect Prop 14 strategy
    - Revised Mission Bay to match SFRA schedule
  - 03-21-02 Detailed schedules for all Phases issued
  - 04-18-02 Continued design during Prop14 determinations
  - 06-20-02 Adjusted projects for geographic distribution
  - TODAY- No changes

## Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley
- Support Services Facility

## Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina
- Parkside
- Other Issues:
  - RFQ's for Professional Services

## Community Outreach Update

- Library sponsored meetings:
  - 1/18 Ingleside Community Meeting
  - 1/18 Portola Community Meeting
  - 1/21 Marina Community Meeting
  - 2/5 Glen Park's Public Artists Orientation
  - 2/13 Richmond Community Meeting
  - 2/14 Richmond Artist Selection Panel
- Library invited as guest:
  - 1/9 Community College Master Plan Workshop
- Web Site
- Newsletter

## Special Reports

There are no special reports this month.

## 3. Prop 14 State Library Bond Update

Explanatory document available

Prop 14 Update Memo

## 4. Joint Use Cooperative Agreement between SFPL & SFUSD

Explanatory document available:

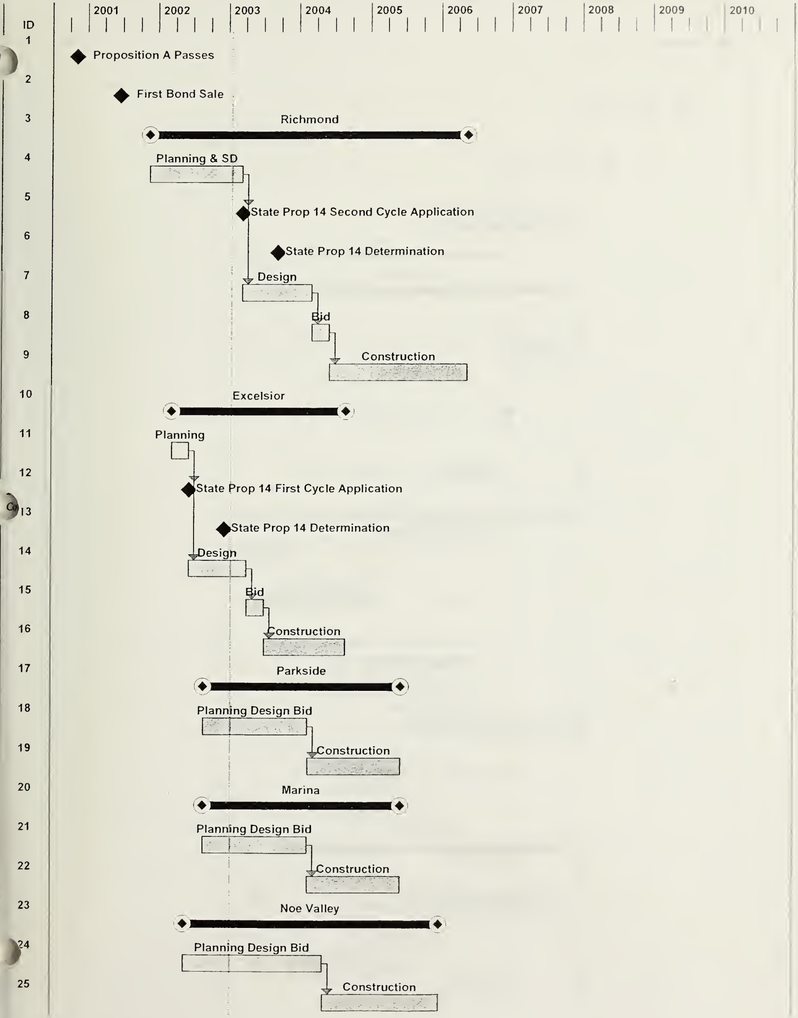
Draft Portola & Ingleside Joint Use Cooperative Agreements

## 6. Public Comment

## 7. Adjournment

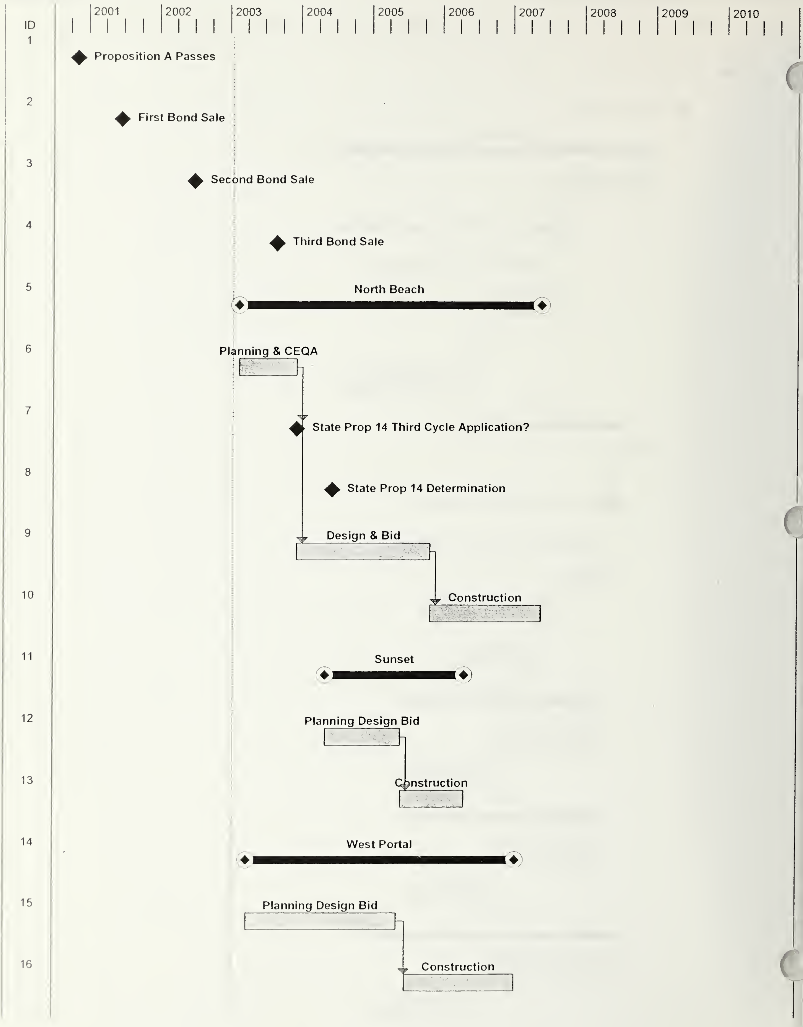
# PHASE 1 DETAILED SCHEDULE

06-20-02



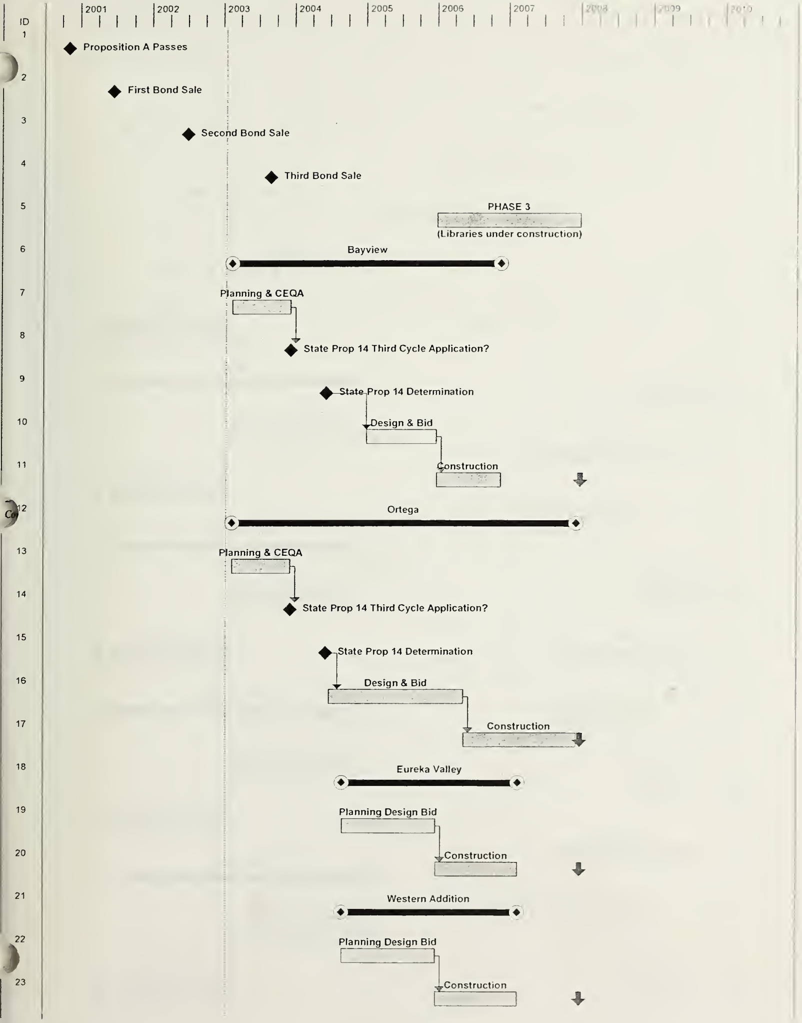
## PHASE 2 DETAILED SCHEDULE

06-20-02

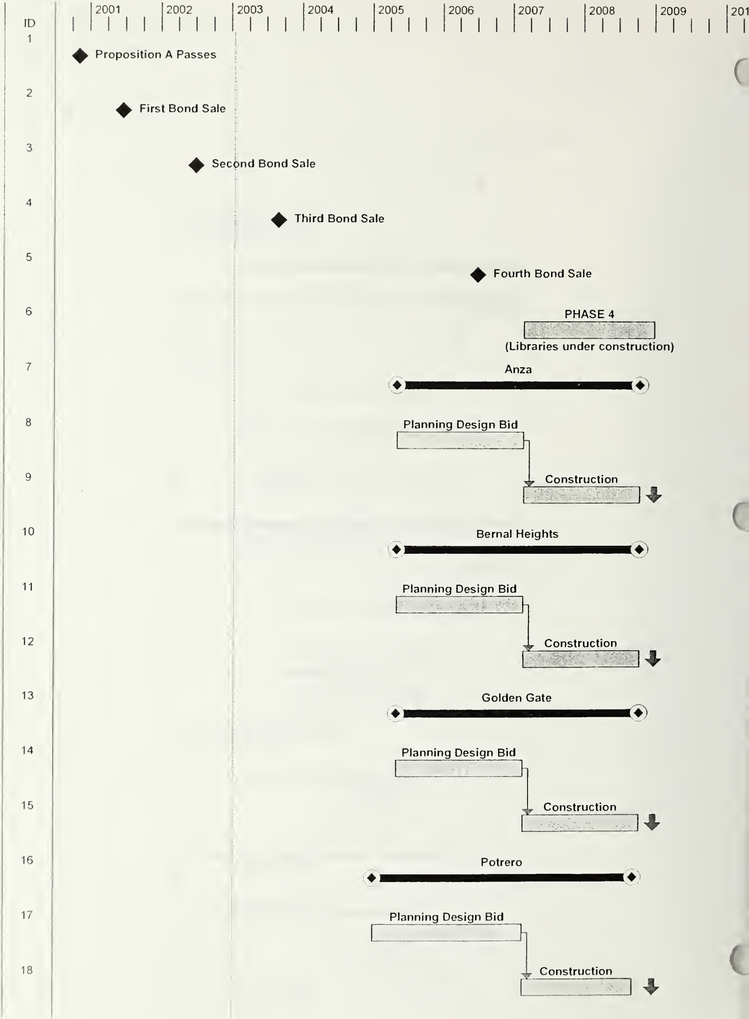


# PHASE 3 DETAILED SCHEDULE

06-20-02

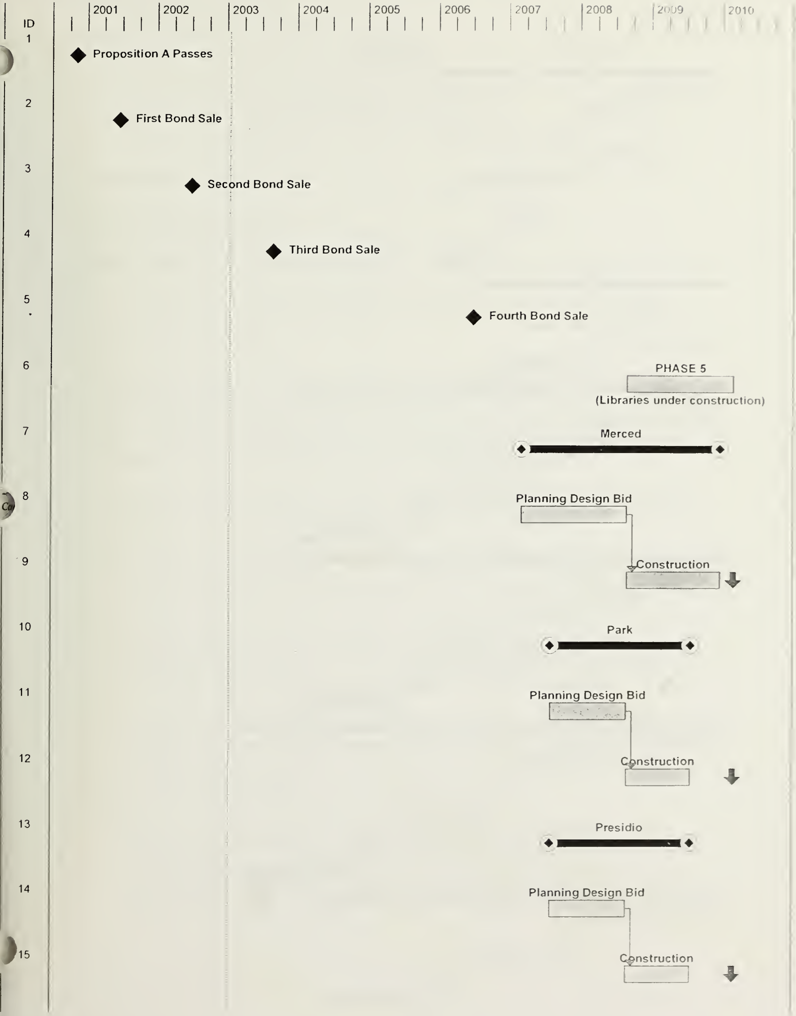


# PHASE 4 DETAILED SCHEDULE



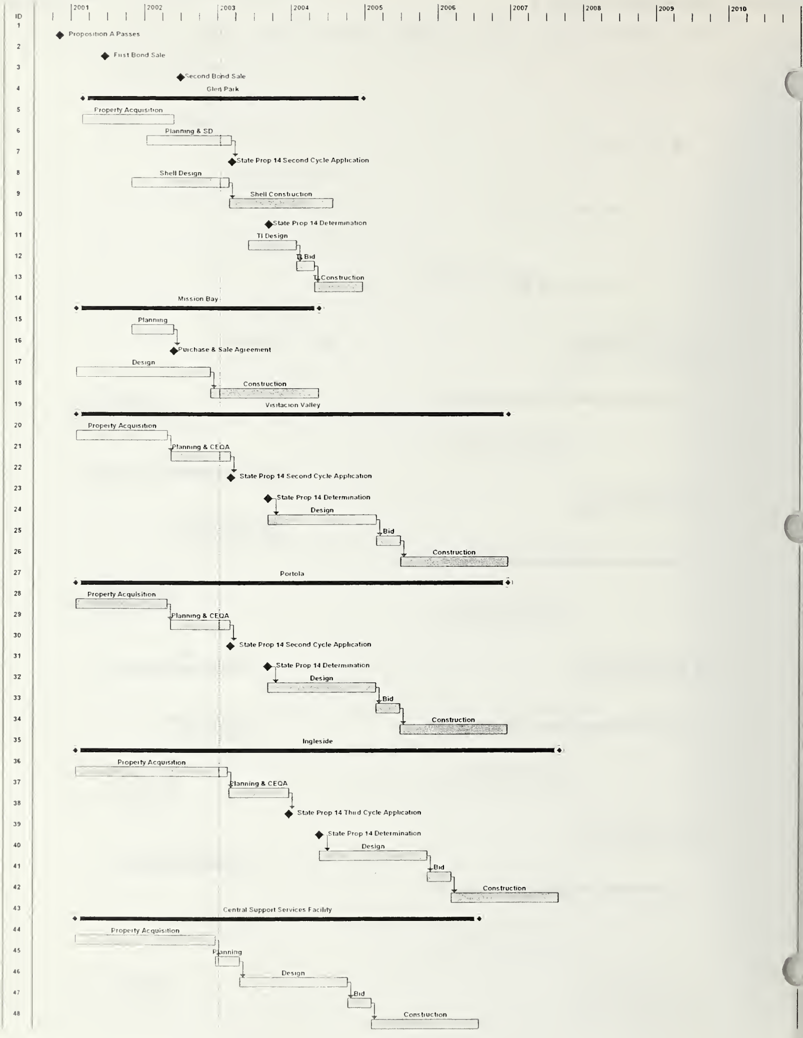
# PHASE 5 DETAILED SCHEDULE

06-20-02



PHASES 1 & 2 NEW CONSTRUCTION

06-20-02



*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Proposition 14 Update and Recommendation for Cycle 2 Applications

Date: January 15, 2003

**Proposition 14 Update**

As I have reported to you, Cycle 1 awards were made on December 2 and December 19, 2002. Unfortunately, the SFPL project, the Excelsior Branch Library renovation, was not funded. I wanted to put the results of Cycle 1 in some perspective to determine how it may impact our strategy for future applications. Here are some facts:

- 61 projects were submitted at a total cost of $530 million. Total funds available are $350 million, with $150 million slated for award in Cycle 1.

- 18 projects were funded at a cost of $149,226,329. 30% of projects submitted were funded, which is probably a higher ratio that we will see in future cycles, when less funds are available and more projects are anticipated.

- Projects are rated in five categories, outstanding, very good, acceptable, limitations, serious limitations. All projects in Cycle 1 were at least acceptable, with 14 ranked as outstanding, 33 as very good and 14 as acceptable.

- Excelsior was ranked as very good. Although the project application and required documentation was evaluated as outstanding, the site was not evaluated as competitively because there was no room for future expansion, a factor over which we had no control.

- Thirteen of the 14 outstanding projects were funded with little debate. The project that was not funded was a new library project that had been submitted without a joint use agreement with the local school district. Outstanding project appear to have a clear priority; and the joint use agreements for new projects appear to be critical for success.

- On December 2, 3 projects were funded in northern California, representing 25% of projects funded. 60% (8) projects in southern California were funded and 2 projects (15%) in the Central Coast were funded. On December 19, 3 projects were funded in southern California, 1 in northern California and 1 in the Central Central Valley. It did not appear that geography was a major factor in the award of outstanding projects, but it came into play when selecting projects to fund from the "very good" category.

**Recommendation for Cycle 2 and 3 Applications**

I am attaching for your information a chart that was presented to the Commission at its February 21, 2002, meeting regarding potential Proposition 14 projects. After experiencing almost one year of planning for these projects, I wanted to present revised recommendations for Cycle 2 and Cycle 3 projects.

**Cycle 2 – Due March 28, 2003**

**Richmond Branch Library Expansion and Renovation** – This is the largest of SFPL's projects at $4.7 million. It was deferred from Cycle 1 to develop community consensus on the building design, which was achieved in the design workshop in June 2002. There has been extensive community involvement and needs assessment in developing this project. The Richmond is an extremely diverse neighborhood, with its unique needs addressed clearly in the Library's service plan. We are proposing a significant expansion to an existing building; and the Library owns additional property for future expansion. This will likely be the first Carnegie library proposed for renovation, as none came forward in Cycle 1. Our close work with the Landmarks Preservation Advisory Board and Planning Department to propose a historically sensitive renovation and addition will give strength and credibility to this application.

**Ingleside Branch Library** – Initially slated for Cycle 3 submittal, the straightforward nature of the site acquisition for this project has moved it ahead to Cycle 2. Projects must have site ownership or purchase options and full CEQA review before submittal to the State. The Ingleside project meets that "readiness to proceed" standard that is necessary for competitive projects. Staff is currently working closely with several public schools in the neighborhood to develop joint use cooperative agreements. Although these agreements are not yet final, I plan to present them to the Commission as soon as they are drafted. If we are not successful in developing such agreements within the timeframe required for the March 2003 submittal, I do not recommend that we submit this project in Cycle 2. The inclusion of a joint use agreement with a local school district was absolutely critical for the success of an application in Cycle 1. I would recommend that we defer the project, including a joint use cooperative agreement, to Cycle 3.

**Cycle 3 – January 2004**

In February 2002, I had recommended Portola, Visitacion Valley and Glen Park as Cycle 2 projects. I am not recommending the submittal of the Glen Park project at this time. As stated previously, CEQA review must be completed prior to the application submittal; and it is not clear that this will be done in the case of Glen Park. Portola and Visitacion Valley are recommended for Cycle 3 submittals, when the site acquisition, community needs assessment, building program and design and CEQA should be complete.

I had also recommended Bayview, North Beach and Ortega as potential Cycle 3 projects. Given the amount of effort that is required to prepare these applications, I do not believe that staff has the capacity to prepare all of these for Cycle 3. I would recommend that we try to prepare at least one project, but our strongest efforts should go toward the new library projects outlined in the previous paragraph which are likely to more competitive since their sites have room for expansion.

On an optimistic note, Senator Alpert has introduced a $2 billion library construction bond act. This legislation would give first priority funding to projects that were submitted but not funded in Cycle 3 of Proposition 14. SFPL could develop all the projects listed above plus others for this new funding source. A California State Library needs assessment shows at least $4 billion in building needs in the next 8 years.

**Next Steps**

I anticipate bringing the Richmond and Ingleside Proposition 14 applications to the Commission for your review and recommendation to the Board of Supervisors for approval on February 20th. Staff will be diligently working on preparing the other applications for projects recommended for Cycle 3 in January 2003. The amassing of information and preparation of these applications is a huger undertaking and one that requires great diligence and flexibility.

Attachment

# PROPOSITION 14
# SFPL PROJECTS RECOMMENDED FOR APPLICATION

| Branch | Comments | Estimated Cost | 65% State Funds |
|---|---|---|---|
| Cycle 1<br>Richmond | Largest project<br>Diverse community | $7,248,500 | $4,711,525 |
| Excelsior | Renovation<br>Diverse community | $3,629,000 | $2,358,850 |
| Cycle 2<br>Portola | New building<br>Diverse community<br>School cooperation<br>Possible 1st priority | $4,430,000 | $2,879,500 |
| Visitacion Valley | New building<br>Diverse community<br>School cooperation?<br>Possible 1st priority | $5,158,500 | $3,353,025 |
| Glen Park | New building<br>School cooperation?<br>Land control issue | $4,698,000 | $3,053,700 |
| Cycle 3<br>Ingleside | New building<br>School cooperation<br>Possible 1st prioity | $4,430,000 | $2,879,500 |
| Bayview | Remodel/expand<br>Diverse community | $3,629,000 | $2,358,850 |
| North Beach | Remodel/expand<br>May be new bldg.<br>School cooperation<br>Possible 1st priority | $3,287,000 | $2,136,550 |
| Ortega | Remodel/expand<br>May be new bldg.<br>School cooperation<br>Possible 1st priority | $3,382,000 | $2,198,300 |
| TOTALS | 1 out of 4 projects funded<br>Goal: $10 million | $39,892,000 | $25,929,800 |

These are PRELIMINARY recommendations – priority projects and application cycles may change as projects develop. May need to include additional projects to meet $10 million goal. Possibilities include Anza, Bernal, Eureka Valley, Merced, Potrero, Western Addition.

# DRAFT

# Joint Use Cooperative Agreement Between The San Francisco Public Library And The San Francisco Unified School District
## Portola Branch Library
## Martin Luther King, Jr. Academic Middle School
## E.R. Taylor Elementary School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Martin Luther King, Jr. Academic Middle School and E.R. Taylor Elementary School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

**Whereas**, the Library and the District have demonstrated a sustained collaborative working relationship; and

**Whereas**, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

**Whereas**, the District supports the Library's goal of informational literacy of all students; and

**Whereas**, the Library supports the District's goal of increased academic achievement of all students; and

**Whereas**, extensive consultation with the community and school staff during the in-depth Needs Assessment for the Library Bond Application clearly identified a need for family literacy support and homework assistance;

**Now therefore**, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of K-8students, agree as follows:

The Library and the District agree to engage in jointly undertake projects in at least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Portola Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

## Family Literacy Center

Based upon Needs Assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Portola Branch Library. Both E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School have a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with these area schools. These activities will expand upon the Library's more general literacy projects by providing a series of programs developed in conjunction with the schools designed to establish the Portola Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the schools' service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.

- The District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs.

- The Library and the District will co-sponsor a minimum of two Cultural Literacy nights annually. They will work together to schedule these events; and the events will be promoted in the schools' newsletters. District and Library staff will develop the programs and will participate in the presentations.

- Through Project Read the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students.. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- Working with the area schools, the Library promote a family literary experience by establishing an adult book club and a children's book club at the Portola Branch which will meet quarterly in an attempt to promote a family literary experience.

## Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials; family members who may not be able to help). Because it is open after school and in the evening,, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the area's K-8 children:

- The Library and District staff from the E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Portola Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The schools will promote the program to parents and students. High school youth who wish to satisfy the District's Community Service requirement, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- Staff at E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School will automatically update the library website with notification of upcoming school research projects. In addition, the Portola Branch librarian will attend or be invited to the schools' biweekly faculty meetings on curriculum and reading in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.

- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Portola Branch Library and will include instruction for school staff and students. Instruction will be offered within the branch or, if the school infrastructure permits, the librarian will offer training within the schools, including instruction on how to access library resources on-line. The schools and the Library will create a schedule and focus of training as appropriate for the various grade levels. In addition, the Library will provide a minimum of one in-branch training session per semester for parents in which school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.

- E.R. Taylor Elementary School and Martin Luther King, Jr., Academic Middle School will commit to participating with the Library in the ALA library card project with the goal of having all students obtain a library card to aid in school success. The Library will work with the schools to register students and will supply the cards. The schools will provide a prize for the first class at each grade level to achieve full library card registration.

- The Library and the District will provide a minimum of one program (either in the evening or on the weekend) to orient parents to the preparation necessary for the next school level (e.g. from elementary to middle, middle to high school, high school to college).

- The Library and the District will collaborate on an orientation of student teachers in the neighborhood schools by holding one evening workshop to introduce the teachers to the resources and activities of the Homework Center.

- The Library and District will sponsor a yearly teacher night at the Portola Branch to promote use of the facility and positive relationships. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

## Future Projects

The Library will work to add Thurgood Marshall High School to this collaboration and will provide high school level resources on college and career selection and preparation, including print and electronic resources and programs. In addition, the Library will work with the College Resource Center program (housed at the Main Library) to provide one-on-one assistance with various college application and funding issues.

## Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Portola Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Portola Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will use funds from its General Fund to fund staff time and relevant resources for the Family Literacy and Homework Center functions.

## Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. This will include the Library's Project Read staff supervision of literacy volunteers.

## Hours of Service

Library hours of service for students and the public at the Portola Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 8:00PM; Thursdays from 1:00PM to 7:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

## Library Location

The proposed joint use projects will be located at the newly constructed Portola Branch Library at Goettingen Street between Bacon and Burrows Streets. This is in the same block as the Martin Luther King, Jr. Academic Middle School that takes up the rest of the block and is across the street from E.R. Taylor Elementary School. There is a total of one high school, one middle school and two elementary public schools within the branch's service area.

## Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Portola Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Portola Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

## Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

## Field Act

The Portola Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Portola Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

## Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Portola Branch Library. The new Portola Branch Library shall be deemed completed when the City determines that the construction of the Portola Branch Library is substantially complete and the building is ready for occupancy.

## Forty-Year Public Library

The Portola Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

## Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

## Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

## Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

| | |
|---|---|
| By: ______________________ | By: ______________________ |
| Board of Supervisors,<br>City and County of San Francisco | San Francisco Unified School District |
| Date: ______________________ | Date: ______________________ |

# RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (PORTOLA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT ( MARTIN LUTHER KING, JR., ACADEMIC MIDDLE SCHOOL AND E.R. TAYLOR ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay, and acquire a new facility for library technical services; and

WHEREAS, the Board Of Supervisors reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch LibraryImprovement Program project is a new Portola Branch Library to be built on property adjacent to the Martin Luther King, Jr. Academic Middle School; and

WHEREAS, the San Francisco Public Library and the San Francisco School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new Portola Branch Library to provide needed services to the communities served by the E.R. Taylor Elementary School and the Martin Luther King, Jr. Academic Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Portola Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the Board of Supervisors to approve the Agreement.

DOCUMENTS DEPT.
FEB 21 2003
SAN FRANCISCO
PUBLIC LIBRARY

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, January 16, 2003.
(As approved amended February 20, 2003)

The San Francisco Public Library Commission held a regular meeting on Thursday, January 16, 2003 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:06PM by Vice President Steiman.

The following members were noted present: Commissioners Bautista, Coulter Steiman, and Strobin. Commissioners Chin and Streets were excused. President Higueras' arrival was expected to be delayed.

## AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE DECEMBER 19, 2002 COMMISSION MEETING

### Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE DECEMBER 19, 2002 COMMISSION MEETING

An anonymous member of the public commented that this person's Public Comment remarks as reported were a fair approximation of what was said, called attention to an editorial error in public comment on Item #6, and found lacking the reporting of Commissioner Coulter's comments concerning this individual's remarks about Martin Paley. Mr. Peter Warfield felt that the Minutes could be improved, citing a lack of details in branch renovation reports, and in comments he had made regarding changes on POE recommendations such as elimination of plans to bridge the 2nd floor. Mr. Warfield clarified his reported comments concerning the Library's broken promise of case by case consideration of interim branch services

### Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE DECEMBER 219, 2002 COMMISSION MEETING

MOTION: Commissioner Coulter, seconded by Commissioner Steiman, that the December 19, 2002 Minutes be approved as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Strobin)

## AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

Ms. Marilyn Thompson, Branch Library Improvement Program Manager informed the Commissioners that there would be no informational presentation at this meeting, then provided a detailed overview of her regular Budget, Schedule, Site Acquisitions, Active Projects, and Community Outreach Reports (see attached report) The Bond Program Manager called attention to the Budget Report dated

January 16th that recapped Bond Program Budget activity to date reflecting the change resulting from Commission action on December 19, 2002. The Bond Program Manager then reported no changes in the Schedule since June 20, 2002. Ms. Thompson then updated the Commissioners concerning site acquisition activities related to the Glen Park, Mission Bay, Portola, Ingleside, and Visitacion Valley Branch Libraries, and the Support Services Center at 190-9th Street. The Bond Program Manager next outlined active projects at the Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries as well as discussed recent RFQ's for professional services activities. Ms. Thompson then provided a schedule of recent and upcoming community outreach meetings and activities, reported the website up and active, and noted that the next edition of the Bond Program Newsletter should be released in February. Ms. Thompson reported that there would be no special report at this meeting.

## Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public remarked that two items went by quickly, a report that program schedules would be revised as a result of the Prop. 14 strategy, that this person noted had not been adopted by.the Commission, and second that the Excelsior Branch design discussion would be held next month. This person noted that previous commitments to discuss Excelsior Branch had not been kept after being announced at the neighborhood meeting and some views concerning the project might not be heard if people were unsure of when the Commission would discuss it. Mr. Peter Warfield complained that explanatory documents were not mailed with the agenda and not available until the meeting, finding this a disservice to the public. Mr. Ed Regan expressed opposition to the proposed new Glen Park Branch, preferring a stand-alone library, and also voiced opposition to any cooperative agreement with the school district at the Portola Branch. Ms. Sue Cauthen commented that she was concerned with possible reductions in branch book collections and suggested that neighborhood organizations were also opposed. Ms. Jeannene Przyblyski, Friends of Noe Valley, lauded the selection of Alice Carey, a noted historic preservation architect, for the Noe Valley Branch and looked forward to the proposed neighborhood design intensive.

## Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

In response to questions by Vice President Steiman, Ms. Thompson reported that changes in various program costs will most likely result in no significant changes in overall budgeted costs for the Mission Bay Branch Library.

## AGENDA ITEM #3 PROP 14 STATE LIBRARY BOND UPDATE

City Librarian Susan Hildreth presented a more detailed report and overview of the

Prop. 14 State Library Bond Board meeting held on December 2 and 19, 2002 and what the selections might mean for the Library's future applications (copy attached) for Prop. 14 (State Library Bond) funds. Ms. Hildreth analyzed the trends apparent in the allocation of the first $150 million to be awarded and discussed the implications for the $110 million in Cycle 2, and the final Cycle 3 $90 million. Ms. Hildreth discussed the near success of the Excelsior Branch application, citing its strengths and noting that its only weakness was the site's lack of space to expand. The City Librarian then described the rankings and geographical distribution of selected projects and noted that projects located in districts represented by State Bond Board Members fared better than others. Ms. Hildreth then outlined the Library's aggressive planning efforts to participate in the Prop. 14 Cycle 2 applications, calling attention to the strengths of the Richmond Branch application and discussed the competitive merits the of proposed Ingleside and Portola Branch applications. The City Librarian noted that joint use agreements with local schools seemed to be a key element in successful applications and discussed the Library's ongoing efforts to work with the school district. Ms. Hildreth noted that while Glen Park could be competitive, the State Bond's requirement for completed planning approvals could impact project eligibility. The City Librarian then reported that Portola and Visitation Valley Prop. 14 applications would be submitted in Cycle 3 and that Bayview, North Beach and Ortega as well as several other branches might also be considered. Finally, Ms. Hildreth reported on efforts to put another $2 billion Library Construction Bond on the November 2004 Ballot noting that planning called for serious consideration for 1st priority funding by the new bond for unfunded Prop. 14 Cycle 3 applications.

President Higueras joined the meeting at 4:40PM

## Public comment on AGENDA ITEM #3 PROP 14 STATE LIBRARY BOND UPDATE

An anonymous member of the public suggested that the Prop. 14 strategy should be placed before the Commission as an action item and addressed by the Commission. This person additionally commented on the highly competitive nature of the Prop. 14 funding process noting that the Library needed $10 in State funds to complete the Bond program. This individual cautioned against rushing into cooperative agreements with schools citing what they viewed as divergent interests. Mr. Ed Regan agreed with the previous speaker saying money with strings attached was not good and noted that cooperative agreements with schools would negatively impact senior's use of already crowded branches such as Parkside. Peter Warfield echoed previous speakers' concerns with the divergent interests of schools and libraries questioning their compatibility, and asking what the Library would give up to gain cooperation from the schools. Mr. Warfield also expressed concern with a possible loss of books from the Richmond Branch as a result of its renovation.

## Commission discussion of AGENDA ITEM #3 PROP 14 STATE LIBRARY BOND UPDATE

President Higueras pointed out that the Library Commission had originally requested a fully funded Bond Program, including $20 million more than was approved by the CIAC (Capital Improvement Advisory Committee), and that as a result of the Committee's decision the Library must compete for Prop. 14 funds to successfully complete the Bond Program as planned. President Higueras also strongly emphasized that cooperation with schools would organize service delivery, strengthen, and enhance branch libraries and improve services to all library users. President Higueras made it clear that the Commission viewed cooperation with schools as an opportunity to positively benefit the library system. Commissioner Bautista pointed out that schools have their own libraries and librarians and that public library cooperation with the schools would only enhance service for the entire community. Vice President Steiman recalled that it had been a longstanding wish of the Library Commission to be more involved in providing services to students and children even when there were no State funds to be gained through such cooperative efforts.

## AGENDA ITEM #4 JOINT USE COOPERATIVE AGREEMENT

City Librarian Susan Hildreth described the yearlong process of negotiation with the SFUSD and school staff that resulted in the draft joint use cooperative agreement. Ms. Hildreth then presented the proposed cooperative agreement between the San Francisco Public Library and the San Francisco Unified School District for the Portola Branch Library to the Commissioners for their consideration and recommendation of approval to the Board of Supervisors (copy attached). Ms. Hildreth reported that Prop. 14 regulations required School Board and Board of Supervisors approval of such agreement. The City Librarian outlined and discussed in some detail the various elements of the proposed agreements governing and outlining the new relationships for Family Literacy Centers and Homework Help Centers between the branch library and the Martin Luther King, Jr. and Taylor Schools. The City Librarian pointed out that both schools had libraries and that the agreement would only enhance library services. The City Librarian noted that the 20 year agreements did not call for any co-location of services and were designed to match criteria outlined in the Prop. 14 regulations describing such relationships. Ms. Hildreth commented that these agreements would be worthwhile even if there were no State funding involved but that the programming provided under the agreements would be contingent on the Library receiving State Library Bond funds.

Ms. Hildreth then introduced Chief of Children and Youth Services Toni Bernardi who presented more details of how the proposed programs would work. Ms. Bernardi noted that the agreement would benefit children in the schools as well as neighborhood children, benefit the entire community as well as the children, not burden library staff or other users, and gain active reciprocity from schools by more active cooperation and participation by school staff. Ms. Bernardi then discussed how the new Family Literacy Center would function and benefits to the overall library programming that would result. Ms. Bernardi then discussed the Homework Center. The Chief of Children & Youth Services concluded her report by pointing out that this program responded to the American Library Association's longtime goal that every schoolchild have a library card. The City Librarian reiterated that these services would only be provided if State funding were obtained for the branch libraries.

Public comment on AGENDA ITEM #4 JOINT USE COOPERATIVE AGREEMENT

An anonymous member of the public expressed concern that explanatory documents were not received prior to the meeting and found troubling approval of a 20 year agreement to provide services when Prop. E (Library Preservation Fund) had only 7 years remaining. Mr. Ed Regan commented that school libraries, citing Lincoln High School, were only open for limited hours and that this agreement would encourage more students to use branch libraries that were already not big enough, resulting in seniors being left out. Mr. Peter Warfield urged the Commission not take action on a 20-year agreement without having time to review the impact of any changes and increased costs.

Commission discussion of AGENDA ITEM #4 JOINT USE COOPERATIVE AGREEMENT

Vice President Steiman noted that the Library was already doing many of the things discussed in the agreement, found the plan laudable, and should be undertaken. Commissioner Bautista corrected Mr. Regan's misapprehensions concerning school library hours and noted that many of these connections between the schools and libraries were already in place. Commissioner Bautista suggested that such agreements were long overdue, important for families, and an outstanding use of the new branch library faculties. Commissioner Coulter commended Ms. Bernardi and her staff for working to create the means to cooperate with the schools and emphasized that serving children was a very important role for the Library. In response to questions by President Higueras, Ms. Hildreth reported that there would be no cash cost, only allocation of staff and materials, and noted that these proposals largely continued existing efforts in a more organized fashion. President Higueras agreed that the agreement seemed to only make predictable what the library was already doing and inquired concerning what happened if the agreements did not work out. The City Librarian reported that as far as she knew, there would be no strict reviews or required reports. Ms. Hildreth suggested that the personalities at the schools and in the branches could largely determine how well these agreements functioned.

MOTION: Commissioner Coulter, seconded by Commissioner Steiman, that the proposed joint use cooperative agreement between the San Francisco Public Library and the San Francisco Unified School District be approved and recommended to the Board of Supervisors for its approval.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

## AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public continued a previous discussion of the Fuhrman Fund. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week. Carol Gee, a Parkside Branch user representing the Parkside Expansion and Renovation Committee presented the Commissioners with a petition and read a statement calling for the expansion of the Parkside Branch Library. A Parkside neighborhood parent commented on its need to expand, noting that children are the future, and that the branch library was a good safe place for children. Mr. Dan Ryan, a Parkside resident since 1969, noted that his children and grandchildren used the library. Mr. Ryan reported that the density and diversity of the growing neighborhood required that the library be expanded and indicated that the neighborhood was willing to work with the library to gain support for its expansion. Ms. Nancy Wuerfel remarked that the neighborhood had requested an expansion of the branch in September and called attention to the neighborhood's successful campaign for the Parkside Elementary School. Ms. Wuerfel urged the Commissioners to suspend plans for the branch renovation and form a task force to find the needed funds to allow for an expansion of the branch. Ms. Wuerfel indicated that both Supervisor Ma and Assemblyman Yee were interested in and supportive of the branch expansion proposal. Mr. Peter Warfield expressed support for expansion, suggested that the Bond Program plans would reduce book collections, and suggested floorspace was not the only issue. Mr. Warfield called for a reconsideration of the entire bond program and asked for an accounting of branch book collections. Ms. Louise Lee, Mercy High School student, requested a bigger Parkside Branch and could not see why this would be a problem. Ms. Annie Lee, a Parkside resident, asked that the branch be expanded, noting her school library was not open on weekends and the current branch was very crowded.

## AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: AYE-5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

The meeting was adjourned at 6:13PM.

Michael Housh, Commission Secretary 2/21/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

# Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

# Appendix A

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, January 16, 2003

Item 1:
Approval of the Minutes: December 19, 2002

**"This is a set of minutes that we have awaited with some anticipation.**

**On page five is a statement by this anonymous citizen that refers to trustees susceptible to those in power. Except for the fact that the statement was about the power transferring to the trustees and away for the donor, it is a reasonable approximation.**

**The anonymous citizen's comments are described as 'what he believes' and 'in their view.'**

**Commissioner Coulter did advocate distribution of documents and that is completely omitted.**

**In answer to my statement, Commissioner Coulter is described as giving a spirited rebuttal. What he actually said was that my statement was a sad indication of the character of this individual and the games he is trying to play and that he wanted it on the record.**

**Of course it is not on the record, so it is a betrayal of both of us."**

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, January 16, 2003

Item 2:
Bond Program Manager's Report

**"There were two very important items in that report and both went by very quickly.**

**The first was that the reports would be revised to incorporate the new Prop. 14 strategy. This commission has approved no revised Prop. 14 strategy. There is a discussion item later in this meeting that have neither been heard nor approved.**

**The next important item is that we will discuss the Excelsior Branch next month. Is that with the same assurance that we were told Excelsior would be discussed in December, and then today?**

**Perhaps with enough false notices people will get tired. You have an obligation to hear from people who are concerned about an issue. The information about that neighborhood was fresh on December 7. It is shame that we can't have a meeting in the neighborhood and then the noticed subsequent discussion here."**

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, January 16, 2003

Item 3:
Prop. 14 State Library Bond Update

**"This should be considered carefully and made into an action item for your approval.**

**We are in the position of having put in one application and are facing putting in eight to fourteen more. We can conjecture that other jurisdictions are in the same position. That is, they wanted to find out what the waters were like, were not really prepared and now are ready to spring at cycles two and three.**

**Having planned on receiving approximately $10 million from the state bond, we find ourselves in a highly competitive situation. It also could have been predicted that there is a preference for shared situations with school districts. But those shared situations are problematic.**

**Everyone is in favor of cooperation. But cooperation is a euphemism for all kinds of things and cooperation with the school district has been controversial. The library should cooperation while being conscious of its divergent interests."**

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, January 16, 2003

Item 4:
Joint Use Cooperative Agreement Between SFPL & SFUSD

**"I make a request that is carefully designed to obtain documents when the commission gets them. If that request is doing its job, even the commissioners are seeing this for the first time.**

**This is an action item and will go directly to the supervisors.**

**We are told that this will guarantee the current 32 hours in the branches per week and that will be part of a twenty year agreement. But the Library Preservation Fund sunsets in seven years.**

**There is no assurance of how many hours the homework center will be open. The 32 hours represents only two evenings per week. Does this sacrifice every evening function in the library.**

**Many people cite the library as launching their careers. But this is so sensitive because a library represents unstructured, unmonitored activities of learning and this is a monitored homework center. Will the reputation of the library survive?"**

# Appendix A

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, January 16, 2003

Item 5:
Public Comment

**"At the peak of the controversy over the Fuhrman Fund there was a fair amount of national media attention, but no local coverage.**

**Quentin Kopp got wind of this and recommend to Supervisor Hallinan that he hold a hearing, which he did with then Supervisor Carole Migden.**

**The representatives of the library made three contentions against those citizens who had raised questions about the Fuhrman Fund. First, that it was an attempt at censorship, which even Supervisor Hallinan said was inappropriate.**

**Second, there was a series of personal attacks, which even Supervisor Migden said was inappropriate.**

**Third, that it was an attack on the Foundation's funding. I had never thought of that and the reason was simply because it made no sense. It was simply the Foundation saying they didn't want it looked into.**

**The concern over Martin Paley is the same, and I am sure you got the message."**

## Library Commission

January 16, 2002

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## 1. Approval of 12/20/02 Minutes

Explanatory document available

Draft Minutes

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## 2. Bond Program Manager's Report

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## Informational Presentation

There is no informational presentation this month.

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## Regular Reports

Budget Report
Schedule Report
Site Acquisitions Report
Active Projects Report
Community Outreach Update

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## Budget Report

Explanatory document available

Current Budget Report
dated 1/16/03

## Budget Report

- Recap:
  - 10-10-01 Baseline Budget established
  - 12-20-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve (reduced all projects 5%)
  - 05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - TODAY- Report reflects Commission action of 12/20/02

## Schedule Report

Explanatory documents available

New Construction Detailed Schedule

Phases 1-5 Detailed Schedules

dated 6/20/02

## Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Glen Park moved up to match Developer's schedule
  - 01-17-02 Detailed schedules for Phases 1-2 issued
  - 02-21-02 Revised to reflect Prop 14 strategy
    - Revised Mission Bay to match SFRA schedule
  - 03-21-02 Detailed schedules for all Phases issued
  - 04-18-02 Continued design during Prop14 determinations
  - 06-20-02 Adjusted projects for geographic distribution
  - TODAY- No changes

## Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley
- Support Services Facility

## Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina
- Parkside
- Other Issues:
  - RFQ's for Professional Services

## Community Outreach Update

- Library sponsored meetings
  - 1/18 Ingleside Community Meeting
  - 1/18 Portola Community Meeting
  - 1/21 Marina Community Meeting
  - 2/5 Glen Park's Public Artists Orientation
  - 2/13 Richmond Community Meeting
  - 2/14 Richmond Artist Selection Panel
- Library invited as guest:
  - 1/9 Community College Master Plan Workshop
- Web Site
- Newsletter

## Special Reports

There are no special reports this month.

## 3. Prop 14 State Library Bond Update

Explanatory document available

Prop 14 Update Memo

## 4. Joint Use Cooperative Agreement between SFPL & SFUSD

Explanatory document available:

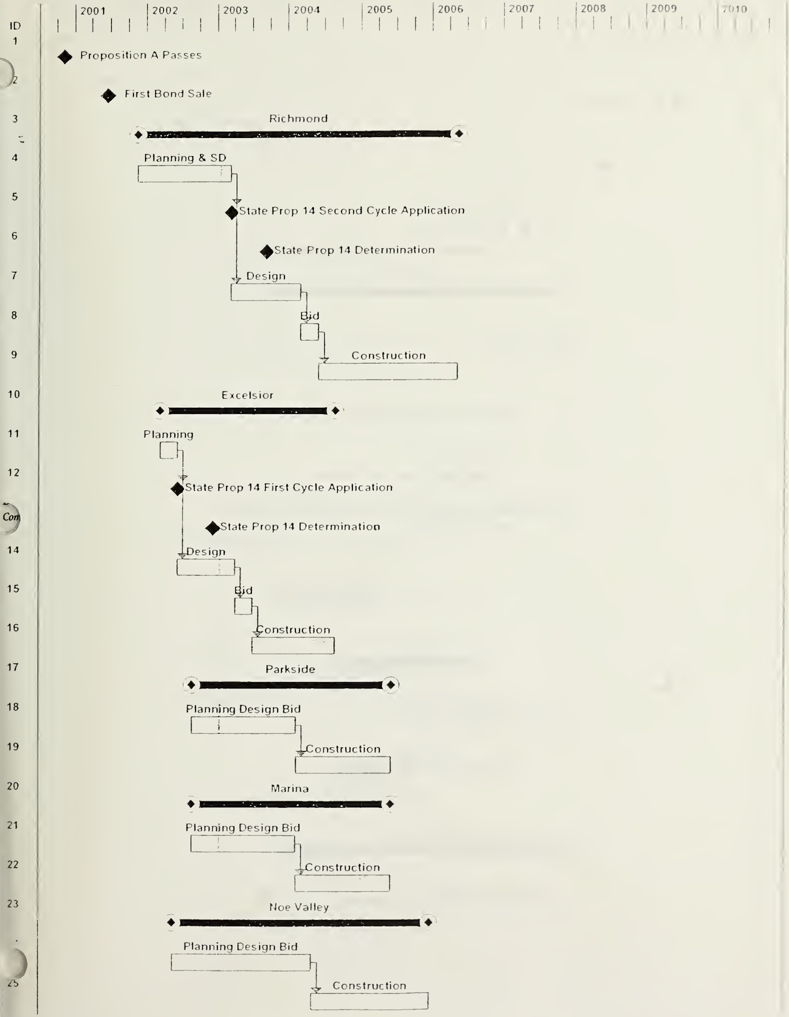
Draft Portola & Ingleside Joint Use Cooperative Agreements

## 6. Public Comment

## 7. Adjournment

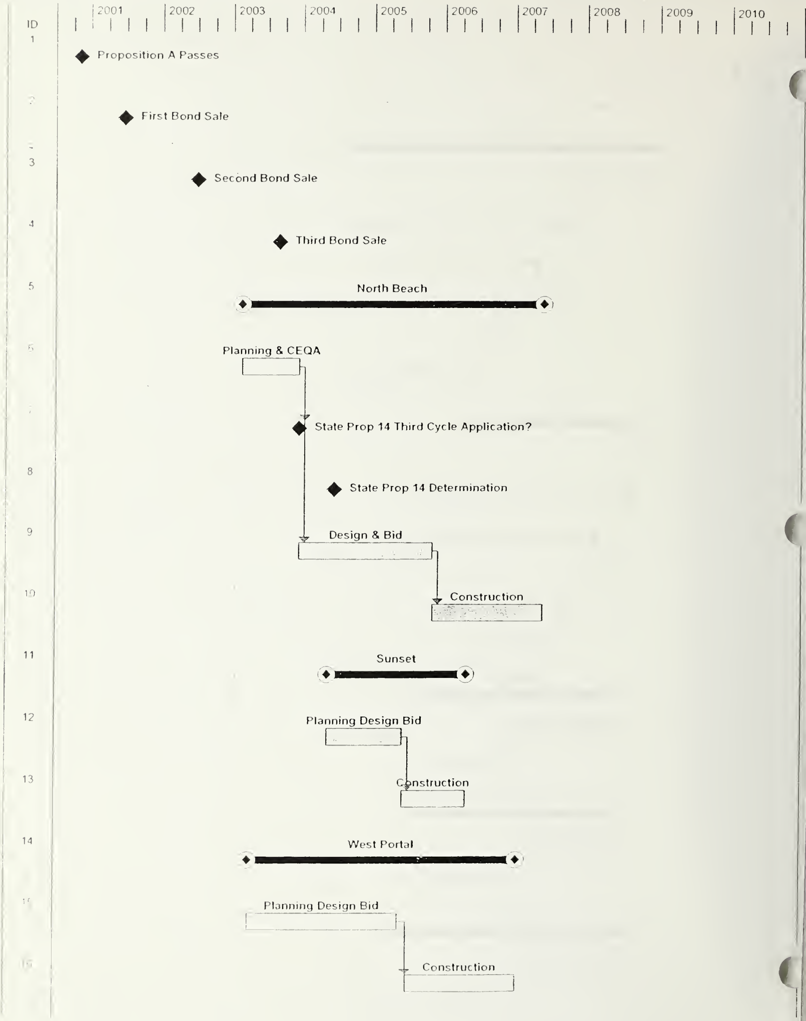
## PHASE 1 DETAILED SCHEDULE

06-20-02



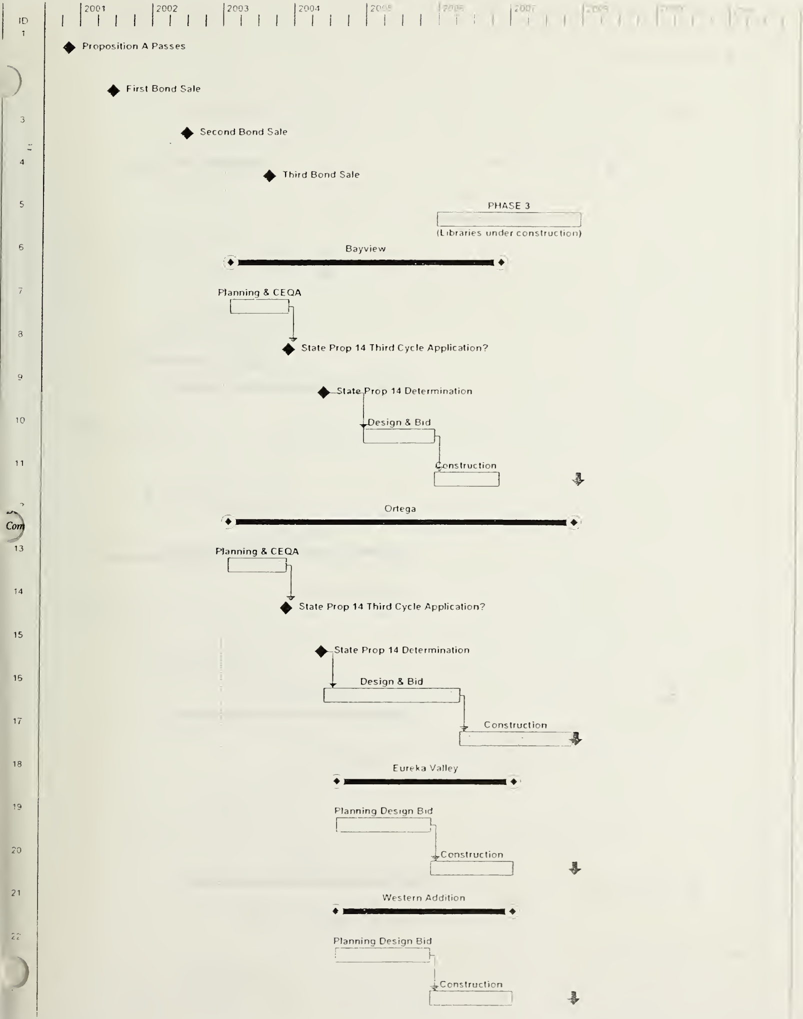
# PHASE 2 DETAILED SCHEDULE

06-20-02



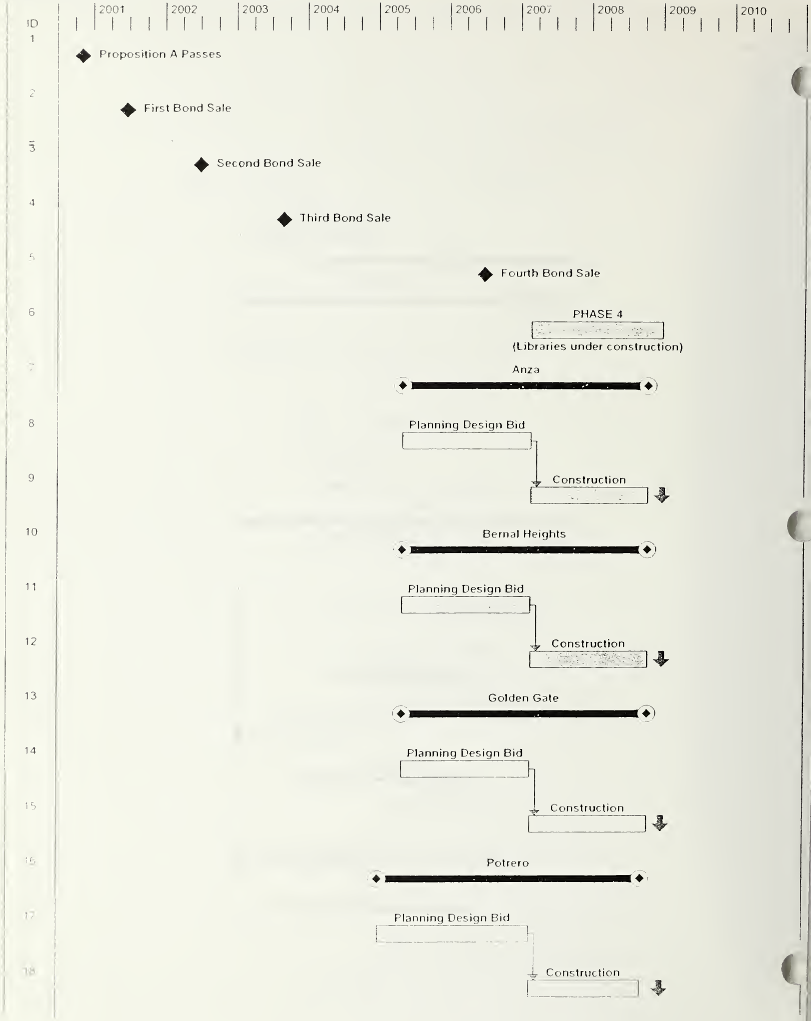
## PHASE 3 DETAILED SCHEDULE

06-20-02



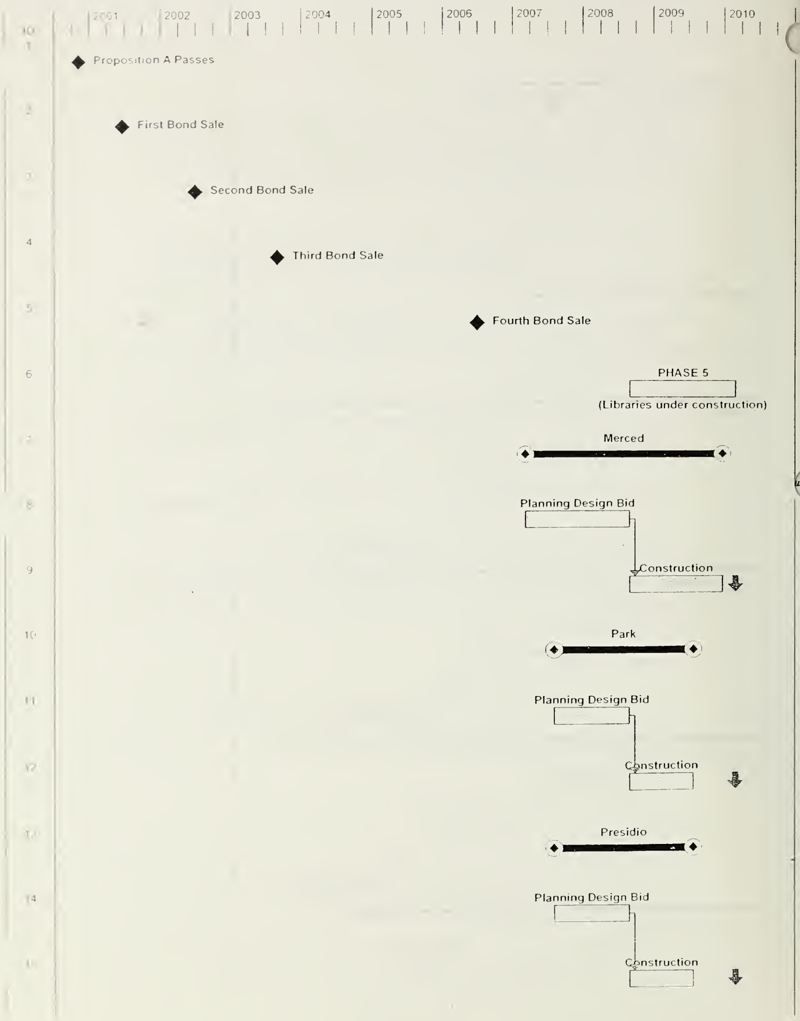
# PHASE 4 DETAILED SCHEDULE

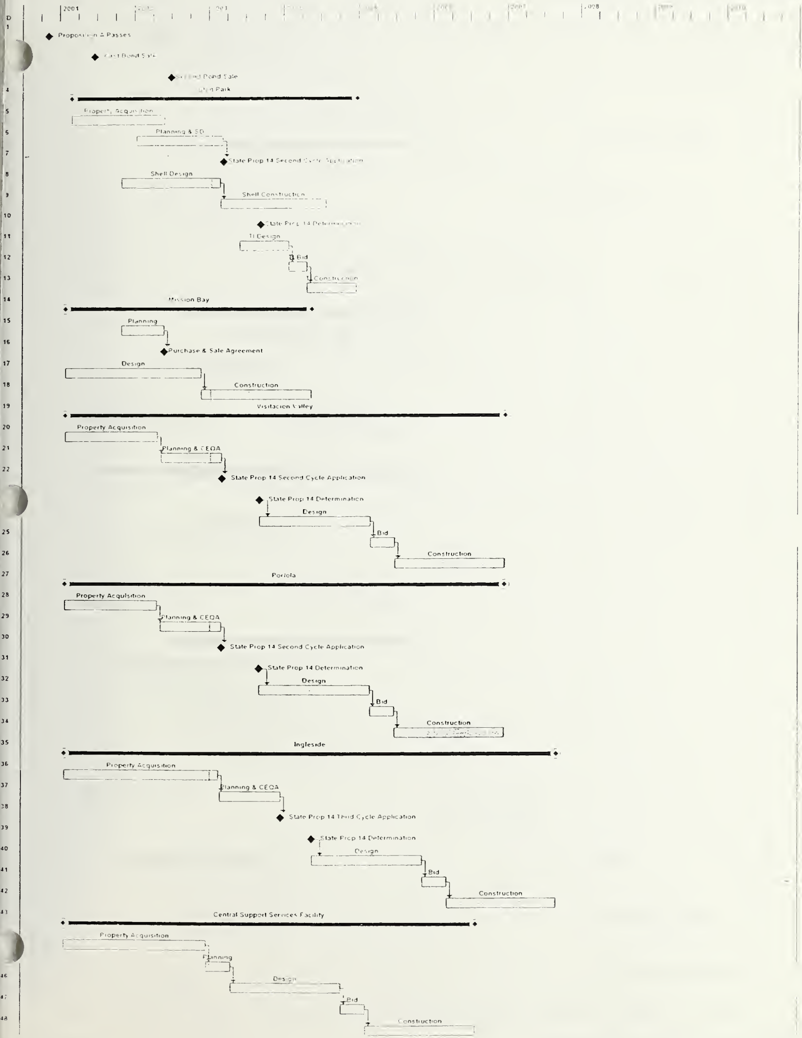
06-20-02



# PHASE 5 DETAILED SCHEDULE

06-20-02

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Proposition A Passes
First Bond Sale
Second Bond Sale
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Glen Park
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Property Acquisition
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State Prop 14 Second Cycle Application
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Shell Design
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Shell Construction
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State Prop 14 Determination
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TI Design
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Construction
14
Mission Bay
15
Planning
16
Purchase & Sale Agreement
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Design
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Construction
19
Visitacion Valley
20
Property Acquisition
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Planning & CEQA
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State Prop 14 Second Cycle Application
State Prop 14 Determination
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State Prop 14 Second Cycle Application
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Ingleside
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Property Acquisition
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Planning & CEQA
38
State Prop 14 Third Cycle Application
39
State Prop 14 Determination
40
Design
41
Bid
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Construction
43
Central Support Services Facility
Property Acquisition
Planning
46
Design
47
Bid
48
Construction

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Proposition 14 Update and Recommendation for Cycle 2 Applications

Date: January 15, 2003

**Proposition 14 Update**

As I have reported to you, Cycle 1 awards were made on December 2 and December 19, 2002. Unfortunately, the SFPL project, the Excelsior Branch Library renovation, was not funded. I wanted to put the results of Cycle 1 in some perspective to determine how it may impact our strategy for future applications. Here are some facts:

- 61 projects were submitted at a total cost of $530 million. Total funds available are $350 million, with $150 million slated for award in Cycle 1.

- 18 projects were funded at a cost of $149,226,329. 30% of projects submitted were funded, which is probably a higher ratio that we will see in future cycles, when less funds are available and more projects are anticipated.

- Projects are rated in five categories, outstanding, very good, acceptable, limitations, serious limitations. All projects in Cycle 1 were at least acceptable, with 14 ranked as outstanding, 33 as very good and 14 as acceptable.

- Excelsior was ranked as very good. Although the project application and required documentation was evaluated as outstanding, the site was not evaluated as competitively because there was no room for future expansion, a factor over which we had no control.

- Thirteen of the 14 outstanding projects were funded with little debate. The project that was not funded was a new library project that had been submitted without a joint use agreement with the local school district. Outstanding project appear to have a clear priority; and the joint use agreements for new projects appear to be critical for success.

- On December 2, 3 projects were funded in northern California, representing 25% of projects funded. 60% (8) projects in southern California were funded and 2 projects (15%) in the Central Coast were funded. On December 19, 3 projects were funded in southern California, 1 in northern California and 1 in the Central Central Valley. It did not appear that geography was a major factor in the award of outstanding projects, but it came into play when selecting projects to fund from the "very good" category.

**Recommendation for Cycle 2 and 3 Applications**

I am attaching for your information a chart that was presented to the Commission at its February 21, 2002, meeting regarding potential Proposition 14 projects. After experiencing almost one year of planning for these projects, I wanted to present revised recommendations for Cycle 2 and Cycle 3 projects.

**Cycle 2 – Due March 28, 2003**

**Richmond Branch Library Expansion and Renovation** – This is the largest of SFPL's projects at $4.7 million. It was deferred from Cycle 1 to develop community consensus on the building design, which was achieved in the design workshop in June 2002. There has been extensive community involvement and needs assessment in developing this project. The Richmond is an extremely diverse neighborhood, with its unique needs addressed clearly in the Library's service plan. We are proposing a significant expansion to an existing building; and the Library owns additional property for future expansion. This will likely be the first Carnegie library proposed for renovation, as none came forward in Cycle 1. Our close work with the Landmarks Preservation Advisory Board and Planning Department to propose a historically sensitive renovation and addition will give strength and credibility to this application.

**Ingleside Branch Library** – Initially slated for Cycle 3 submittal, the straightforward nature of the site acquisition for this project has moved it ahead to Cycle 2. Projects must have site ownership or purchase options and full CEQA review before submittal to the State. The Ingleside project meets that "readiness to proceed" standard that is necessary for competitive projects. Staff is currently working closely with several public schools in the neighborhood to develop joint use cooperative agreements. Although these agreements are not yet final, I plan to present them to the Commission as soon as they are drafted. If we are not successful in developing such agreements within the timeframe required for the March 2003 submittal, I do not recommend that we submit this project in Cycle 2. The inclusion of a joint use agreement with a local school district was absolutely critical for the success of an application in Cycle 1. I would recommend that we defer the project, including a joint use cooperative agreement, to Cycle 3.

## Cycle 3 – January 2004

In February 2002, I had recommended Portola, Visitacion Valley and Glen Park as Cycle 2 projects. I am not recommending the submittal of the Glen Park project at this time. As stated previously, CEQA review must be completed prior to the application submittal; and it is not clear that this will be done in the case of Glen Park. Portola and Visitacion Valley are recommended for Cycle 3 submittals, when the site acquisition, community needs assessment, building program and design and CEQA should be complete

I had also recommended Bayview, North Beach and Ortega as potential Cycle 3 projects. Given the amount of effort that is required to prepare these applications, I do not believe that staff has the capacity to prepare all of these for Cycle 3. I would recommend that we try to prepare at least one project, but our strongest efforts should go toward the new library projects outlined in the previous paragraph which are likely to more competitive since their sites have room for expansion.

On an optimistic note, Senator Alpert has introduced a $2 billion library construction bond act. This legislation would give first priority funding to projects that were submitted but not funded in Cycle 3 of Proposition 14. SFPL could develop all the projects listed above plus others for this new funding source. A California State Library needs assessment shows at least $4 billion in building needs in the next 8 years

## Next Steps

I anticipate bringing the Richmond and Ingleside Proposition 14 applications to the Commission for your review and recommendation to the Board of Supervisors for approval on February 20th. Staff will be diligently working on preparing the other applications for projects recommended for Cycle 3 in January 2003. The amassing of information and preparation of these applications is a huger undertaking and one that requires great diligence and flexibility.

Attachment

# PROPOSITION 14
## SFPL PROJECTS RECOMMENDED FOR APPLICATION

| Branch | Comments | Estimated Cost | 65% State Funds |
|---|---|---|---|
| Cycle 1<br>Richmond | Largest project<br>Diverse community | $7,248,500 | $4,711,525 |
| Excelsior | Renovation<br>Diverse community | $3,629,000 | $2,358,850 |
| Cycle 2<br>Portola | New building<br>Diverse community<br>School cooperation<br>Possible 1st priority | $4,430,000 | $2,879,500 |
| Visitacion Valley | New building<br>Diverse community<br>School cooperation?<br>Possible 1st priority | $5,158,500 | $3,353,025 |
| Glen Park | New building<br>School cooperation?<br>Land control issue | $4,698,000 | $3,053,700 |
| Cycle 3<br>Ingleside | New building<br>School cooperation<br>Possible 1st prioity | $4,430,000 | $2,879,500 |
| Bayview | Remodel/expand<br>Diverse community | $3,629,000 | $2,358,850 |
| North Beach | Remodel/expand<br>May be new bldg.<br>School cooperation<br>Possible 1st priority | $3,287,000 | $2,136,550 |
| Ortega | Remodel/expand<br>May be new bldg.<br>School cooperation<br>Possible 1st priority | $3,382,000 | $2,198,300 |
| TOTALS | 1 out of 4 projects funded<br>Goal: $10 million | $39,892,000 | $25,929,800 |

These are PRELIMINARY recommendations – priority projects and application cycles may change as projects develop. May need to include additional projects to meet $10 million goal. Possibilities include Anza, Bernal, Eureka Valley, Merced, Potrero, Western Addition

DRAFT

# Joint Use Cooperative Agreement Between The San Francisco Public Library And The San Francisco Unified School District
## Portola Branch Library
## Martin Luther King, Jr. Academic Middle School
## E.R. Taylor Elementary School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Martin Luther King, Jr. Academic Middle School and E R. Taylor Elementary School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the District have demonstrated a sustained collaborative working relationship, and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program), and

Whereas, the District supports the Library's goal of informational literacy of all students, and

Whereas, the Library supports the District's goal of increased academic achievement of all students, and

Whereas, extensive consultation with the community and school staff during the in-depth Needs Assessment for the Library Bond Application clearly identified a need for family literacy support and homework assistance.

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of K-8students, agree as follows:

The Library and the District agree to engage in jointly undertake projects in at least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Portola Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

### Family Literacy Center

Based upon Needs Assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Portola Branch Library. Both E R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School have a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with these area schools. These activities will expand upon the Library's more general literacy projects by providing a series of programs developed in conjunction with the schools designed to establish the Portola Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the schools' service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.

- The District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs.

- The Library and the District will co-sponsor a minimum of two Cultural Literacy nights annually. They will work together to schedule these events; and the events will be promoted in the schools' newsletters. District and Library staff will develop the programs and will participate in the presentations.

- Through Project Read the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- Working with the area schools, the Library promote a family literary experience by establishing an adult book club and a children's book club at the Portola Branch which will meet quarterly in an attempt to promote a family literary experience.

Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials, family members who may not be able to help). Because it is open after school and in the evening,, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the area's K-8 children.

- The Library and District staff from the E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Portola Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The schools will promote the program to parents and students. High school youth who wish to satisfy the District's Community Service requirement, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- Staff at E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School will automatically update the library website with notification of upcoming school research projects. In addition the Portola Branch librarian will attend or be invited to the schools' biweekly faculty meetings on curriculum and reading in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.

- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Portola Branch Library and will include instruction for school staff and students. Instruction will be offered within the branch or, if the school infrastructure permits, the librarian will offer training within the schools, including instruction on how to access library resources on-line. The schools and the Library will create a schedule and focus of training as appropriate for the various grade levels. In addition, the Library will provide a minimum of one in-branch training session per semester for parents in which school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.

- E.R. Taylor Elementary School and Martin Luther King, Jr., Academic Middle School will commit to participating with the Library in the ALA library card project with the goal of having all students obtain a library card to aid in school success. The Library will work with the schools to register students and will supply the cards. The schools will provide a prize for the first class at each grade level to achieve full library card registration.

- The Library and the District will provide a minimum of one program (either in the evening or on the weekend) to orient parents to the preparation necessary for the next school level (e.g. from elementary to middle, middle to high school, high school to college).

- The Library and the District will collaborate on an orientation of student teachers in the neighborhood schools by holding one evening workshop to introduce the teachers to the resources and activities of the Homework Center.

- The Library and District will sponsor a yearly teacher night at the Portola Branch to promote use of the facility and positive relationships. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

## Future Projects

The Library will work to add Thurgood Marshall High School to this collaboration and will provide high school level resources on college and career selection and preparation, including print and electronic resources and programs. In addition, the Library will work with the College Resource Center program (housed at the Main Library) to provide one-on-one assistance with various college application and funding issues.

## Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Portola Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Portola Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will use funds from its General Fund to fund staff time and relevant resources for the Family Literacy and Homework Center functions.

## Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. This will include the Library's Project Read staff supervision of literacy volunteers.

## Hours of Service

Library hours of service for students and the public at the Portola Branch Library are: Tuesdays from 10:00AM to 6:00PM, Wednesdays from 12:00PM to 8:00PM, Thursdays from 1:00PM to 7:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

## Library Location

The proposed joint use projects will be located at the newly constructed Portola Branch Library at Goettingen Street between Bacon and Burrows Streets. This is in the same block as the Martin Luther King, Jr. Academic Middle School that takes up the rest of the block and is across the street from E R. Taylor Elementary School. There is a total of one high school, one middle school and two elementary public schools within the branch's service area.

## Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Portola Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Portola Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

## Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

## Field Act

The Portola Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Portola Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

## Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Portola Branch Library. The new Portola Branch Library shall be deemed completed when the City determines that the construction of the Portola Branch Library is substantially complete and the building is ready for occupancy.

### Forty-Year Public Library

The Portola Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (c)(3)(G) are incorporated herein into this Agreement.

### Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

### Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

### Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

By: ______________________
Board of Supervisors,
City and County of San Francisco

By: ______________________
San Francisco Unified School District

Date: ______________________

Date: ______________________

# RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (PORTOLA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT ( MARTIN LUTHER KING, JR., ACADEMIC MIDDLE SCHOOL AND E.R. TAYLOR ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay, and acquire a new facility for library technical services; and

WHEREAS, the Board Of Supervisors reduced Proposition A by $10,000. 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch LibraryImprovement Program project is a new Portola Branch Library to be built on property adjacent to the Martin Luther King, Jr. Academic Middle School, and

WHEREAS, the San Francisco Public Library and the San Francisco School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new Portola Branch Library to provide needed services to the communities served by the E R. Taylor Elementary School and the Martin Luther King, Jr. Academic Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Portola Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9 118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the Board of Supervisors to approve the Agreement.

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SAN FRANCISCO
PUBLIC LIBRARY

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

## NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, February 4, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
Presentation of, and discussion of, and possible action to approve the Minutes of the regular Commission meeting of January 7, 2003.
Explanatory document: draft Minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: the American Library Association (ALA) Mid-Winter Conference, the Library Strategic Planning Committee meeting, and exhibits and programs.

3. EMPLOYMENT STATUS OF LIBRARY PAGES — DISCUSSION
Presentation on and discussion of the employment status of Library pages.

4. MAIN LIBRARY SIGNAGE — ACTION
Presentation on and discussion of and possible action to reallocate funds from the Library Improvement Fund for Main Library signage improvements.

5. REVISED COMMISSION MEETING SCHEDULE FOR 2003 — ACTION
Presentation of, and discussion of, and possible action to approve a revision of the regular Library Commission meeting schedule for 2003 that changes all of the regular meetings previously scheduled for the first Tuesday and third Thursday of each month to the first and third Thursdays of each month beginning in May 2003.
Explanatory document: draft revisions to the 2003 meeting schedule

6. REVISION OF THE HOLIDAY CLOSURE POLICY — ACTION
Presentation of, and discussion of, and possible action to approve a revision of the Holiday Closure Policy to permit open hours on Easter.
Explanatory document: draft revised Holiday Closure Policy.

## AN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing-Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

### Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

### San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.
Michael Housh, Commission Secretary 1/21/03

7. USA PATRIOT ACT RESOLUTION — ACTION
Presentation of, and discussion of, and possible action to approve a resolution expressing the Library's concerns regarding the USA Patriot Act.
Explanatory document: draft resolution.

8. LIBRARY 2003/04 BUDGET UPDATE — DISCUSSION
Presentation on and discussion of the Library's 2003/04 Budget.
Explanatory documents: 2003/04 budget update documents.

9. AFFINITY CENTERS UPDATE REPORT — DISCUSSION
Presentation of and discussion of reports concerning the activities of the African American and Chinese American Affinity Centers.

10. COLLECTION RECOVERY PROGRAM — DISCUSSION
Presentation on and discussion of a collection recovery program.

11. FRIENDS AND FOUNDATION REPORT — DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

12. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

13. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

14. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

15. ADJOURNMENT (requires motion and public comment) — ACTION

1/29/03 - M.Housh, Commission Secretary

Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.org/.

DRAFT

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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JAN 31 2003
SAN FRANCISCO
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## SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, January 7, 2003

The San Francisco Public Library Commission held its regular meeting on Tuesday, January 7, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Coulter, Higueras, Steiman, Streets, and Strobin. Commissioner Chin joined the meeting at 4:15PM. Commissioner Bautista was excused attendance.

### AGENDA ITEM #1 APPROVAL OF THE DECEMBER 3, 2002 MINUTES

### Public comment on AGENDA ITEM #1 APPROVAL OF THE DECEMBER 3, 2002 MINUTES

Anonymous member of the public found the Minutes were eviscerated of meaning, cited a mis-spelling, and further discussed the portion of the December 3, 2002 Minutes concerning an alleged mis-representation of another's views. This person additionally noted omission of a criticism of use of library staff to offer library discards for sale to the benefit of the Friends & Foundation. Mr. Warfield found the minutes lacking on a number of points, calling particular attention to the omission of comments about reported concerns with a lack of space for books in branch libraries.

### Commission discussion of AGENDA ITEM #1 APPROVAL OF THE DECEMBER 3 2002 MINUTES

President Higueras recalled that the anonymous member of the public had criticized library staff's role in the sale of discards and asked that it be reported in the Minutes.

MOTION: by Commissioner Steiman, seconded Commissioner Chin by for approval of the Minutes of December 3, 2002 as amended.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

### AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth presented a report on joint SFPL and Asian Art Museum co-sponsored New Year's Eve ceremonial ringing of an antique Japanese Bell. Ms. Hildreth then provided additional information concerning the December 19th meeting of the Prop. 14 State Library Bond Board meeting, lauding State Librarian Kevin Starr's staunch but ultimately unsuccessful support for including the Excelsior Branch Library's application in the 1st cycle of Prop. 14 grants. The City Librarian next provided an update on recent

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

exhibits and programs calling attention to an exhibit "The Long March to Freedom" honoring 12 civil rights leaders and an exhibit "Freedom in the US" open in the Skylight Gallery in conjunction with a PBS series of the same title. The City Librarian then called attention to a January 12th program honoring writers who died in 2002and a series of children's events featuring lion dancers marking the beginning of the observance of Chinese New Year. Ms. Hildreth then discussed an Urban Libraries Council Executive Leadership Institute Grant that could facilitate a re-examination of the library's collection development process if awarded. The City Librarian next reported the reopening of the Golden Gate Valley Branch on January 30th, with festivities in honor of the reopening to be held on February 8th. Ms. Hildreth reported on the library staff's very successful participation in the recent Friends & Foundation Friday book sale with San Francisco, California, and Chinese books being the most popular. The City Librarian reported that the books sold for $1. 00 and .50, with children's' books at .25.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public criticized the Library's co-sponsorship of the Japanese Bell ringing ceremony and found the bell ringing obtrusive for those using the Library. Mr. Peter Warfield commented that he would prefer that the Library give away rather than sell discards. Mr. Warfield also discussed objections to the Friends & Foundation leases.

Commission discussion of AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

President Higueras remarked that he had only just joined that Board of the Urban Libraries Council but that he looked forward to taking part in their deliberations and learning from other members' experience. President Higueras noted that he would be attending their Mid-Winter gathering held in conjunction with the American Library Association (ALA) Mid-Winter Meeting in Philadelphia in late January.

AGENDA ITEM #3 LIBRARY 2003/04 BUDGET REPORT
(Explanatory document: FY 2003-04 Budget report

Library Finance Director George Nichols gave a detailed presentation and overview of the proposed FY 2003/04 Library Budget, (copy attached), and highlighted three recommendations that he requested the Commission to consider and approve. Mr. Nichols requested the Commissioners approve the proposed $55.125 million baseline 2003/04 Budget, including a $1.117 million contingency fund. Mr. Nichols requested that the Commission approve$1.417 million in identified Library Preservation Fund one-time annualized expenditures. Mr. Nichols then requested that the Commissioners' approve a plan for $1.6 million in contingency budget reductions prepared in accordance with the Mayor's instructions that each City department prepare and submit separately a plan for a 5% reduction of its General Fund Budget.

The Library Finance Director reported that revenues were better than had been expected resulting in a $1.6 million increase in funds available to the Library under Prop. E (Library Preservation Fund). Mr. Nichols noted that this meant that there would be no reductions in this year's budget, no cuts in the baseline 2003/04 budget and the possibility for additional

*The number of members of the public who spoke anonymously at this meeting. 1*

augmentations to the budget later in the Spring when new revenues figures become available. This he noted would allow existing library programs and services to continue next year with only minor adjustments.

Mr. Nichols then outlined the proposed one-time annualized Library Preservation Fund expenditures. The Library's Finance Director then presented an extensive overview of the 5% contingency General Fund Budget reduction plan mandated by the Mayor. The Finance Director pointed out that the priorities were to maintain services, maintain facilities, maintain the book budget, minimize position cuts, and increase efficiency. Mr. Nichols noted that this proposal would only be implemented if there were a drastic fall in revenues and noted that the reductions were thoughtfully targeted not just an across the board cut.

The Library Finance Director then provided an overview of the next steps in the city's budget process. City Librarian Susan Hildreth commended Mr. Nichols and the Library's Division chiefs for their hard work and skillful contributions in developing the proposed budget. Ms. Hildreth suggested that there was reasonable hope that the 5% contingency reduction would not have to be put into effect.

### Public comment on AGENDA ITEM #4 LIBRARY 2003/04 BUDGET REPORT

Anonymous member of the public opined that the majority of the presentation focussed on an hypothetical contingency not likely to occur and suggested that more information on the proposed one-time expenditures would be more useful. This person then called attention to the solicitation of letters of support for continued funding for the Tool Lending Center and wondered if similar notice had been provided to Tool Center opponents. Mr. Peter Warfield found the 3% increase in Library funds good news, noted that the proposal outlined priorities for reduction but complained that there was limited time to review the information as explanatory documents were not mailed out with the agenda. Mr. Warfield questioned use of the Library Preservation Fund for one-time expenditures and suggested that its priorities were for more books and hours. Mr. Tim West. SEIU, Local 790, commented that the Library was trying to do a good job and that that was appreciated but that there were issues regarding Library staff and Pages that must be addressed.

### Commissioner discussion of AGENDA ITEM #3 LIBRARY 2003/04 BUDGET REPORT

Vice President Steiman expressed relief that there would be no need for budget cuts and found that the proposed contingency plan prioritized budget reductions in about the best way that they could be done. In response to questions by Commissioner Streets regarding the proposed reduced funding for deferred maintenance, Mr. Nichols noted that the Branch Library Improvement Bond Program would replace the need for some maintenance needs since the upgraded buildings would not initially need significant maintenance attention. Mr. Nichols also noted that consideration was being given to leasing rather than purchasing PCs as a way to reduce costs as any maintenance would become part of the lease. President Higueras noted that moving ongoing expenses into the baseline budget would protect reserves. Mr. Nichols noted that the Library had been using reserved funds for one time capital improvements. In answer to questions by Vice President Steiman, Mr. Nichols noted that the branch telephone system upgrades were being completed and that this was year 2 of

3 in the ILS (Integrated Library System) payout. Ms. Hildreth noted that the Library was able to fund a possible COLA from contingency funds, a unique situation not shared by other City departments. Mr. Nichols noted while it was prudent to set aside funds for a COLA that Mayor Brown had clearly indicated that there were no funds available for salary increases this year. In response to a comment by Commissioner Chin, Mr. Nichols confirmed that these issues were addressed in citywide labor contracts. In answer to questions by Commissioner Streets regarding what if the reductions were less than 5%, Mr. Nichols pointed out that the reductions were ranked in order of priority and could be made up to whatever % reduction was needed.

MOTION: by Vice President Steiman, seconded by Commissioner Coulter to approve the proposed 2003/04 budget.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

MOTION: by Commissioner Streets, seconded by Commissioner Strobin to approve the proposed Library Preservation Fund Allocations.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

MOTION: by Vice President Steiman, seconded by Commissioner Streets to approve the proposed Contingency 5% Budget Reduction Plan.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

President Higueras next called Agenda item #7 the Union Report to be taken up out of order and to be heard next.

## AGENDA ITEM #7 LABOR UNION REPORT

Mr. Timothy West, Field Representative, Service Employees International Union called the Commissioner's attention to the situation facing Library pages in the wake of a City Department of Human Services ruling enforcing a City Charter provision which limited hours and thereby eliminated Pages' eligibility to receive vacation, sick leave, and healthcare benefits. Mr. West noted that Pages were more than book shelvers and could be seen as the backbone of the institution. He additionally pointed out that while they were classified as "temporary", a description he noted the union was fighting, many in fact had worked for the Library for many years. Mr. West recounted some of the background regarding the Department of Human Resources ruling that led to the current situation and reported that the union would challenge Pages' classification as temporary as they were in fact regular part time workers rather than seasonal as needed employees. Mr. West commented that the Library did not want to take away hours and benefits for Pages but may be forced to do so by the ruling.

## Public comment on AGENDA ITEM #7 LABOR UNION REPORT

Carol Diamond, an Ortega Branch Page, commented that she had worked for the Library for four years doing a wide variety of jobs not just shelving. Ms. Diamond noted that San Francisco promotes a living wage, that Pages had been granted benefits, and that it was wrong to take them away. Ms. Cathy Bremer, Librarian's Guild Steward, commented that

Pages were a critical job classification that enabled the Library to maintain public services. Ms. Bremer noted that this was not a budget issue but a bureaucratic issue, called attention to the cost of buying out the vacation hours already earned, and suggested that any cost saving could not balance the impact on services. Ms. Bremer concluded by noting the importance of Pages to librarians and to the public. Mr. Vince Fernandez, a Marina Branch Page, commented that he had been offered more hours than the minimum needed for benefits and noted that it was unfair for temporary workers to get no benefits. Ms. Andrea Grimes, Librarian and union officer, commented that Pages are needed that Pages do many difficult tasks such as translation. Ms. Grimes then called attention to the important role pages had played in the move into the Main Library and cited work on inventory and cataloging, creation of databases, their public and non-public service work, as well as support for Automation and Technical Services. Ms. Grimes found it ironic that the City required contractors to pay benefits while denying them to Pages. Ms. Catherine Bernard, Library for the Blind Page, described the many important jobs Pages performed to make materials available to blind users, noting she did not view her job as temporary, and that to describe it so was both obsolete and disrespectful. Ms. Vicky Susoev, Excelsior Branch Library Technician II, observed that Pages worked regular schedules, and that many had gone on to become librarians. Ms. Susoev called attention to Pages' work with the bi-lingual public and remarked they were not temporary and that all Pages should have benefits. Ms. Mary Spooner, a Main Library Page for three years, commented that pages were not temporary, and that many moved on into the profession. Ms. Spooner pointed out they were not just students doing shelving but also did other tasks. An unnamed employee called attention to the Library Employee Handbook's Code of Ethics mandate that employees be treated with respect and urged that pages not be split into two tiers. Ms. Mya Archer Doyle, a Main Library Page for one and one half-year pointed out that Pages did the dirtiest jobs in the Library and that to ask them to do so without benefits would be a crime. She pointed out that book shelvers deserved recognition and that hiring people without health benefits meant that people who were sick would be forced to work exposing other staff to illness. Luca, a 3 year Main Library Page noted that the 291 pages constituted 40% of the Library's staff and that their job title should not disqualify them for benefits as they did many jobs in the Main and branches to help the Library. She felt their loyalty and dedication went without recognition, called attention to the health risks of forcing people who were ill to work, and also noted the City policies that required benefits for employees of companies doing business with the City. Mr. Brian Quinn, a 7 year Main Library Page, commented that he had used sick leave to take care of dental problems and that he had always do a variety of work, been nominated for staff recognition awards, and done extensive web page development, production of handouts, desktop publishing, collection analysis, and was not just a shelver. An anonymous member of the public cited William Rameriz, who rose from Page to Chief of the Main Library. This person commented on the practice of offering increased benefits by reducing the numbers of those getting benefits, finding such a trade-off of budget values vs. human values never worth it. Librarian Tom Tavis, commented that he had begun as a Page and had always worked a regular schedule with benefits provided.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Mr. Tavis noted that Pages do far more than shelve and do very heavy work. Mr. Tavis additionally discussed the various kinds of benefits received among different groups of Pages, citing 90 with health benefits, and noted all work regular schedules doing dangerous work. Mr. Peter Warfield found Pages helpful to library users, called attention to the difficulty of living in San Francisco on a part time salary, and commented that fairness and decency dictated that health benefits be provided. Poesy, a North Beach Branch user commented that shelving was only one of the jobs that Pages did and called attention to help with bi-lingual users and the hard physical labor they provided to the library. She noted the expense of paying one's own health insurance and remarked that the public did not think of Pages as only book shelvers but had offered letters of commendation for services provided by Pages.

## Commission discussion of AGENDA ITEM #7 LABOR UNION REPORT

Deputy City Attorney Catharine Barnes reported that as there had been no notice of the issues raised in public comment offered on the Labor Union Report in the meeting agenda that the Commission could not discuss it. President Higueras commented that the public comment offered provided the Commissioners with an understanding of the human dimension of the issue and proposed to agendize a future discussion of the matter.

President Higueras called a brief recess at 6:26PM

The meeting resumed at 6:40PM

## AGENDA ITEM #4 MAIN LIBRARY PLAQUES

Commissioner Coulter gave a brief presentation provided background regarding the many recent efforts to honor those who had contributed greatly to the San Francisco Public Library. Commissioner Coulter pointed out the lack of due attention to those who labored as volunteers for decades to strengthen the entire library system and build a new Main Library. Commissioner Coulter proposed that the Commission consider dedicating the Main Library to the spirit of civic leadership embodied by the work of these great individuals rather than singling out one person to be honored. Commissioner Coulter noted that the designated ceremonial entry, the Larkin Street entrance of the Library, currently unused could be transformed with the help of the Main Library's Associate Architects SMWM into a Hall of Library Heroes. Commissioner Coulter proposed two sets of dedicatory plaques be created with support from the Friends & Foundation and design assistance from SMWM. One plaque would salute the work of the three M's, Marjorie Stern, Mary Louise Stong, and Mig Mayer, who spearheaded decades of civic efforts to strengthen the library system and to build the Main Library. The second plaque would present the history of the San Francisco Public Library prepared with the help of famed local author and library historian Peter Wiley. Commissioner Coulter noted that this concept was timely as there had been a proposal that the Main Library be named in honor of Marjorie Stern, and recalled that Mary Louise Stong had passed away last year without any special recognition of her contributions.

## Public comment on AGENDA ITEM #4 MAIN LIBRARY PLAQUES

An anonymous member of the public commented that a great many people had contributed to the library and found the list of to those be recognized not inclusive. This individual suggested that the Library had already honored those who contributed, noting that the late

Mel Swig had declined having the Main Library named in his honor. This person remarked that the name public library was enough and wondered how "contribution" would be defined. Ms. Sue Cauthen, Council for Neighborhood Libraries, lauded the dedication of the late Mary Louise Stong, noting the Stong Room in the Main Library, and calling attention to her opposition to closing branch libraries. Mr. Peter Wiley, author and member of the Friends & Foundation Board, found the proposal a great idea calling attention to the fact that a great library grows from an active citizenry. Mr. Wiley recalled that after 45 years of "dark ages" with little support for libraries these people stepped forward and would not take "no" for an answer until the Library received the public support it needed to serve the community. Ms. Deborah Doyle, Library BALIS representative and President of the Friends & Foundation commented that the proposal honors the very many people at the principle entrance of the Main Library. Ms. Doyle lauded the overdue recognition of the three "M's" women of strong mind whose work was critical to the success of the library. Ms. Doyle noted that this proposal provided for future expansion of those to be honored and reported that the Friends & Foundation would provide support for he project. Mr. Peter Warfield wondered how all of the many items in the library's collections were obtained and urged consideration be given to honor all of those who contribute. Mr. Warfield felt the public, high and low should be recognized for their support for the library.

## Commission discussion of AGENDA ITEM #4 MAIN LIBRARY PLAQUES

Vice President Steiman recalled the inspiration and encouragement that Marjorie Stern and Mary Louse Stong had given to her that led to her work in support of the library. Vice President Steiman noted that they were inclusive and willing to bring in all those whose dream was to create better libraries. Vice President Steiman, however, expressed reservations concerning using the Larkin Street entry area for this purpose. She suggested it might be used as a cloakroom, something she felt had been needed ever since the Main Library lockers had to be closed because of behavior problems of some members of the public. Commissioner Strobin observed that this space might work as a ceremonial entry but that further study was needed. Commission Chin felt that this was a good idea and it was appropriate to honor long and passionate devotion to our libraries. Commission Chin noted that Marjorie Stern was also very active in support of education. Commissioner Coulter proposed to further refine his proposal and bring it and possible models of the space back to the Commission for further consideration. President Higueras remarked that great libraries rise from committed passionate citizenry, noting the more than 70% support for approval of Prop. A. President Higueras further pointed out that the Library could not have succeeded without the support and appreciation of generations of dedicated San Franciscans. He felt the proposal had great merit and could with the addition of images and photographs provide an opportunity to richly illustrate the Library's past. Commissioner Streets thanked Commission Coulter for his hard work in developing the concept and cited the importance to honor those whose efforts were so essential to the success of the Library.

## AGENDA ITEM # ELECTION OF COMMISSION OFFICERES FOR 2003

The Commission Secretary outlined the process for conducting the election of Commission officers and reported the nominations of President Charles Higueras and Vice President Carol Steiman to continue in office for 2003. No additional nominations were brought forward.

MOTION: by Commissioner Streets, seconded by Commissioner Strobin to elect Commissioner Charles A. Higueras, President, and Commissioner Carol Steiman, Vice President of the San Francisco Public Library Commission for 2003

Public comment on AGENDA ITEM # ELECTION OF COMMISSION OFFICERES FOR 2003

An anonymous member of the public commended the enthusiasm of the Commissioners to serve.

Commission action on AGENDA ITEM # ELECTION OF COMMISSION OFFICERS FOR 2003

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

Vice President Steiman thanked her fellow Commissioners for their expression of confidence in her. President Higueras noted that this Commission was entering the home stretch of its tenure in office with much yet to get done. President Higueras recalled the past seven years as exciting and eventful and promised to make every effort to leave no issues raised by Commissioners unaddressed by the end of this year. President Higueras also proposed to finalize a strategic plan, and take steps to institutionalize best practices for the Branch Library Improvement Bond Program.

AGENDA ITEM # FRIENDS & FOUNDATION REPORT

Ms. Deborah Doyle, President of the Friends & Foundation reminded the Commissioners of the January 14 Annual Meeting of the Friend & Foundation. Ms. Doyle then reported on the changes in the Friends and Foundation officers and board members and informed the Commission that the Friends & Foundation Board had approved a branch Library Capital Campaign Plan and would be bringing it to the Library for its consideration. Ms. Doyle informed the Commissioners of the passing of Dr. Arthur Coleman, a longtime friend of libraries, San Francisco civic leader, and a leader in the African American Community with memorial services planned for March 3, 2003. The President of the Friends & Foundation announced the creation of an endowment honor Dr. Coleman. Ms. Doyle reported that the Board of Supervisors had approved the friends & Foundation leases and reminded the Commissioners to mark April 4th, the date of the Annual Laureates Dinner.

Public comment onAGENDA ITEM # FRIENDS & FOUNDATION REPORT

None offered

AGENDA ITEM #8 NEW BUSINESS

None offered.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public continued previous remarks concerning the Fuhrman Fund. This individual further commented that received wisdom can be challenged and noted the importance of protecting the right of anonymity. Mr. Warfield commented that the leases had been approved after the Board of Supervisors had made changes. Mr.

Warfield then discussed a Planning Commission meeting that had addressed issues related to the new Glen Park Branch, noting that two Commissioners had spoken. Ms. Pat Sawyer, Manager of the Tool Lending Center, expressed appreciation to the Commission for continuing funding for the Center and called attention to the 3,000 users of the Tool Center and to the savings it provided to members of the public who used it. Ms. Sawyer reported that the Tool Center would expand its educational role in the next years.

## AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner a that the meeting be adjourned In Memoriam of the late Dr. Arthur Coleman, a respected and beloved physician, civic and community leader, and a great friend and patron of San Francisco's public libraries, and a Founder of the Main Library's African American Affinity center.

Commissioner Fran Streets lauded Dr. Coleman's decades of services as a physician, civic, and community leader, calling particular attention to his great love and support for the Library. Commissioner Streets pointed out that Dr. Coleman was the first Chair of the African American Affinity center and had raised more than $500,000 for the Library.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 7:30PM

Michael Housh, Commission Secretary 1/21/03

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# Appendix A

Library Commission meeting of January 7, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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*The number of members of the public who spoke anonymously at this meeting. 1*

City Librarian's Report – January 7, 2003

The Library was happy to welcome its new neighbor, the Asian Art Museum, in co-sponsoring the ceremonial Japanese Bell Ringing on New Year's Eve. The Asian will open on March 20, 2003.

On December 19th, the second Cycle 1 meeting of the Proposition 14 Bond Act Board was held in Sacramento. Five projects were funded – 3 in San Diego, 1 in San Leandro, 1 in Visalia in the Central Valley, total of $19 million, with the balance of the $150 million for Cycle 1, $775,000, going to Cycle 3. Dr. Starr recommended the Excelsior renovation along with Redding and one of the San Diego projects. The Board had very difficult decisions to make. We anticipate that the Richmond renovation and expansion will be a strong project in Cycle 2.

The Library has applied to participate in the ULC Executive Leadership Institute, which will provide focused leadership training to a manager and librarian who will cooperate on a project in the library. Paul Underwood, Deputy City Librarian and Shellie Cocking, Office of Children and Youth Services Electronic Services Librarian will be the SFPL team. Announcements of participants will be made in late January. Participation costs will be supported by the Friends & Foundation.

The Library and the San Francisco History Museum have received an LSTA grant of about $65,000 to support a partnership in the new San Francisco History Museum at the Wharf, the new home of the Musee Mecanique. The focus of the exhibition with be the history of public amusements in San Francisco. There will be an exhibit in the new space and an online exhibit in the San Francisco History center at the Main Library later this year

The Library successfully participated in the Friends & Foundation monthly Larkin St. book sale on Friday, January 3. Approximately four book trucks of materials were made available for sale to the public, including California and San Francisco special interest as well as Chinese materials.

Golden Gate Valley Branch will reopen after its closure for electrical upgrades on January 30, with a reopening celebration on Saturday, February 8, 2003.

# San Francisco Public Library

## Budget Presentation Handouts

## Library Commission
## January 7, 2003

# 2003-04 Budget Recommendations

1. *Approve* the Library's $55.126 million baseline budget. Includes baseline adjustments of $432,000 and a contingency of $1.170 million to cover ***up to*** a 3% salary increase (total adjustments of $1.642 million).
2. *Approve* an allocation of $1.417 million from LPF reserves for one-time projects and expenses .
3. *Approve* the Library's $1.6 million contingency reduction plan. Plan based on 5% of projected General Fund allocation in 2003-04.

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# REVENUE (LPF)

1. General Fund: $1.220 million (3.9%) increase. From $31.134 m to $32.354 m.
2. Property Taxes: $400,000 (1.8%) increase. From $22.490 m to $22.790 m.
3. Total: $1.620 m (3%) increase. From $53.524 m to $55.144 m.

# BUDGET IMPACTS

1. No current year reductions.
2. No baseline budget reductions in 2003-04.
    - Projected revenue sufficient to cover baseline budget increases ***and*** up to a 3% salary increase if provided through collective bargaining.
3. May be an opportunity to augment budget.
4. Prepare a contingency reduction plan equal to 5% of estimated General Fund revenue.

# Collective Bargaining

- Contracts expire 6/30/03. New contracts to be negotiated. Mayor's Budget Office - no GF for salary increases.
- ***All costs must be covered by baseline revenue.*** Prudent to set-aside funds in case salary adjustments provided through collective bargaining. $1.1 million set aside for up to 3% salary increase.
- Budget augmentation possible if salary increases not provided or if less than 3%. ***Funds set-aside, can be budgeted to meet other priority needs.***
- Augmentations will be reviewed and approved by the Library Commission before submitting to Mayor.

## 03-04 Baseline Adjustments ($1.602 m)

| | |
|---|---|
| **Base** | **$ 53,524,097** |
| Onetime Cost Adjustments | (492,867) |
| Annualized Costs (MOU) | 49,290 |
| Annualized Costs (FTE) | 53,750 |
| Retirement Add-back | 120,757 |
| 1 Day Add | 146,265 |
| Attrition Adj. | 194,784 |
| Step M | 57,875 |
| Rent Increases | 18,000 |
| Work Order (5%). | 69,642 |
| Bldg/Equip Maint (5%) | 54,554 |
| SSC - 190-9th | 159,735 |
| | **$ 53,955,882** |
| **Contingency** | |
| MOU COLA (est 3%) | $ 1,170,000 |
| **Total Budget** | **$55,125,882** |

## Allocation from LPF Reserves

| | | |
|---|---|---|
| Integrated Library System | $ | 545,000 |
| Branch maintenance/repair projects | $ | 200,000 |
| PC Replacement | $ | 300,000 |
| Delivery Truck (Distribution Program) | $ | 40,000 |
| Branch Telephone Replacement Project | $ | 270,000 |
| SSC Equipment/OT Services | $ | 62,300 |
| | $ | 1,417,300 |
| Reserve Balance | $ | 3,532,376 |
| Remaining Balance (after allocation) | $ | 2,115,076 |
| | | 3.84% |

## Contingency Reductions

1. Mandatory 5% GF contingency reduction plan. Equal to $1.618 million ($32.354 million).
2. Implemented only if revenue falls below current estimates or costs exceed current estimates.
3. Not incorporated into the February budget. Submitted as a separate document.

## Reduction Priorities

1. Maintain mission-critical/core public services.
2. Maintain critical operations funds (e.g., facility and equipment maintenance and repair).
3. Maintain the book budget.
4. Minimize position cuts.
5. Look for efficiencies through reorganization or redirection.

## Planning Process

1. Identified target amount (initially $2.6 million based on Controller's earlier revenue estimate).
2. Assigned reduction targets by division based on $2.6 million. Equal to 4.7% of each division's budget.
3. Proposals reviewed and prioritized by City Librarian, Deputy City Librarian, & Finance Director. Preliminary list prepared and discussed with Division Chiefs.
4. Priority list revised based on input from Chiefs.
5. If required, cuts made by priority (Attachment B.1).

## Contingency Reductions

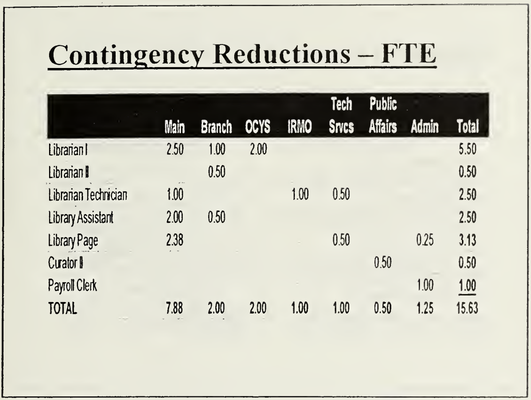
- Personnel cuts total 15.62 FTE and $1.029 million (63.6% of the total and 2.4% of personnel budget).
- Operating expense reductions total $589,000 (36.4% of total and 10.2% of operating budget).
- 15.62 FTE represent 2.5% of total FTE (612.84).
- 9.75 of the 15.62 FTE are currently filled and 5.87 FTE are vacant.

## Contingency Reductions - Budget

| | Budget | Reduction | % Budget | % Target | % Total |
|---|---|---|---|---|---|
| Main | $ 12,769,730 | $ 479,214 | 3.8% | 79.2% | 29.6% |
| Branch | $ 12,888,269 | $ 368,704 | 2.9% | 60.4% | 22.8% |
| Children & Youth S | $ 6,369,096 | $ 194,731 | 3.1% | 64.6% | 12.0% |
| Technical Services | $ 3,850,661 | $ 86,776 | 2.3% | 47.6% | 5.4% |
| Automation | $ 3,261,149 | $ 102,791 | 3.2% | 66.5% | 6.4% |
| Info. Resource Mgt. | $ 5,127,992 | $ 60,000 | 1.2% | 24.7% | 3.7% |
| Operations | $ 6,839,044 | $ 143,888 | 2.1% | 44.4% | 8.9% |
| Public Affairs | $ 1,061,787 | $ 50,237 | 4.7% | 99.9% | 3.1% |
| Administration | $ 2,837,262 | $ 131,759 | 4.6% | 98.0% | 8.1% |
| **Total** | **$ 55,004,990** | **$ 1,618,100** | **2.9%** | **62.1%** | **100.0%** |

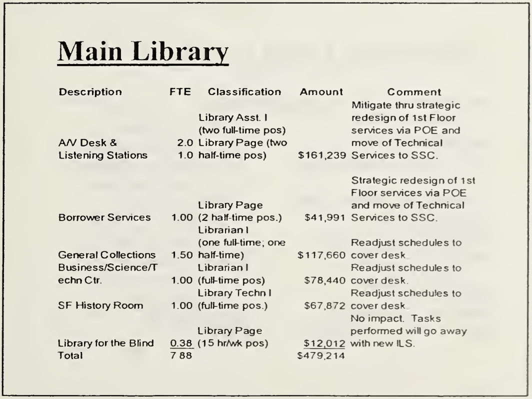
## Contingency Reductions - FTE

| | Budget | Reductions | % Budget | % Proposed |
|---|---|---|---|---|
| Main | 181.92 | 7.88 | 4.3% | 84.0% |
| Branch | 178.75 | 2.00 | 1.1% | 42.1% |
| Children & Youth Services | 73.2 | 2.00 | 2.7% | 50.0% |
| Technical Services | 49.78 | 1.00 | 2.0% | 50.0% |
| Automation | 12.97 | 0.00 | 0.0% | 0.0% |
| Info. Resource Mgt. | 9.69 | 1.00 | 10.3% | 33.3% |
| Operations | 72.08 | 0.00 | 0.0% | 0.0% |
| Public Affairs | 13.22 | 0.50 | 3.8% | 100.0% |
| Administration | 21.25 | 1.25 | 5.9% | 45.4% |
| **Total** | **612.86** | **15.63** | **2.6%** | **50.6%** |



## Contingency Reductions – FTE

| | Main | Branch | OCYS | IRMO | Tech Srvcs | Public Affairs | Admin | Total |
|---|---|---|---|---|---|---|---|---|
| Librarian I | 2.50 | 1.00 | 2.00 | | | | | 5.50 |
| Librarian II | | 0.50 | | | | | | 0.50 |
| Librarian Technician | 1.00 | | | 1.00 | 0.50 | | | 2.50 |
| Library Assistant | 2.00 | 0.50 | | | | | | 2.50 |
| Library Page | 2.38 | | | | 0.50 | | 0.25 | 3.13 |
| Curator II | | | | | | 0.50 | | 0.50 |
| Payroll Clerk | | | | | | | 1.00 | 1.00 |
| TOTAL | 7.88 | 2.00 | 2.00 | 1.00 | 1.00 | 0.50 | 1.25 | 15.63 |



## Main Library

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| A/V Desk & Listening Stations | 2.0<br>1.0 | Library Asst. I (two full-time pos)<br>Library Page (two half-time pos) | $161,239 | Mitigate thru strategic redesign of 1st Floor services via POE and move of Technical Services to SSC. |
| Borrower Services | 1.00 | Library Page (2 half-time pos.) | $41,991 | Strategic redesign of 1st Floor services via POE and move of Technical Services to SSC. |
| General Collections | 1.50 | Librarian I (one full-time; one half-time) | $117,660 | Readjust schedules to cover desk. |
| Business/Science/Techn Ctr. | 1.00 | Librarian I (full-time pos) | $78,440 | Readjust schedules to cover desk. |
| SF History Room | 1.00 | Library Techn I (full-time pos.) | $67,872 | Readjust schedules to cover desk. |
| Library for the Blind | 0.38 | Library Page (15 hr/wk pos) | $12,012 | No impact. Tasks performed will go away with new ILS. |
| Total | 7.88 | | $479,214 | |

# Branch Libraries

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Tool Lending Center | 0.00 | | $175,000 | Eliminate funding for the Tool Center. |
| Mission Bay Branch Library | 0.50 | Librarian II | $36,473 | Delay hiring of position until January 2004. Opening of the new branch delayed to 2004-05. |
| Mission Branch Library | 0.50 | Library Asst. I | $28,583 | Will result in incremental loss of service. |
| System-wide Floater | 1.00 | Librarian I | $88,648 | FT position providing backup for leaves and vacation. Represents 9.7% reduction to this workforce. |
| Material & Supplies | 0.00 | | $40,000 | Reduce allotment by 27%. From $5,700/branch to $4,200/branch. |
| Total | 2.00 | | $368,704 | |

# Children & Youth Services

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Main Children's Center | 1.00 | Librarian I | $80,014 | Service impact manageable through scheduling adjustments. |
| Juvenile Hall | 1.00 | Librarian I | $72,563 | Juvenile Hall service is non-core activity. |
| Materials & Supplies | 0.00 | | $20,000 | Reduction to material & supplies alltoment in Technical Srvcs. |
| Equipment Maintenance | 0.00 | | $22,154 | Maintenance covered under new ILS agreement. |
| Total | 2.00 | | $194,731 | |

## Technical Services

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Equipment maintenance | 0.00 | | $20,576 | Inovaq maintenance. Costs covered by new ILS contract. |
| Materials & Supplies | | | $12,600 | Reduce allotment for Acquisitions, Catalog, and Preservation. |
| Cataloging | 0.13 | Library Page | $5,500 | Reduce time-base from 20 hrs/wk to 15 hrs/wk. |
| Cataloging | 0.37 | Library Page | $12,587 | Eliminates a 15 hour/wk page position. |
| Acquisitions | 0.50 | Library Techn I | $35,513 | New positon in 02-03 currently vacant. Positon never filled. |
| Total | 1.00 | | $86,776 | |

## Automation

| Description | FTE | Classification | | Comment |
|---|---|---|---|---|
| Equipment Maintenance | 0.00 | | $69,046 | DRA system related. Costs covered through new ILS contract. |
| DP Equip. & Supplies | 0.00 | | $20,000 | 9.8% cut in allotment. Will result in nominal loss of purhcasing power. |
| Internet Service Charges | 0.00 | | $13,745 | No impact. Funds budgeted for one-time cost in CY. |
| **Total** | **0.00** | | **$102,791** | |

## Information Resource Mgt.

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Eliminate position in Community Services Directory program. | 1.00 | Library Techn I | $60,000 | Cutting position will diminish the ability to maintain the database. Look for other data aggregators to assume responsibility. |
| Total | 1.00 | | $60,000 | |

## Operations

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| Building Materials & Supplies | 0.00 | n/a | $14,000 | 6% cut. Reduces allotment from $221,000 to $207,000. |
| Equipment maintenance & supplies | 0.00 | n/a | $41,000 | 24% cut. Reduces allotment from $169,000 to $128,000. |
| Equip. Maintenance Repair | 0.00 | n/a | $5,000 | Cuts funds budgeted for replacement and repair of custodial equipment. |
| Modify equipment maintnenace contracts to "time & material". | 0.00 | n/a | $83,888 | 26% savings. From $320,388 to $236,500. Will not impact critical fire, life, safety systems. Will result in slower response to routine maintenance. |
| Total | 0.00 | | $143,888 | |

# Public Affairs

| Description | FTE | Classification | | Comment |
|---|---|---|---|---|
| Eliminate half-time position in Exhibits | 0.50 | Curator II | $36,237 | Will result in fewer programs and fewer opportunities to develop in-house exhibits. |
| Reduce funds for reproduction & mailing | 0.00 | n/a | $5,000 | 6.6% cut in work order with City Reproduction. From $75,860 to $70,860. Fewer items printed, designed, mailed. |
| Reduce funds for materials & Supplies | 0.00 | n/a | $5,000 | 20% cut in budgets for Exhibits & Programming and Media Services. |
| Reduce funds for equipment maintenance | 0.00 | n/a | $4,000 | 10.2% cut. From $39,100 to $35,100. Maintenance for Main A/V equipment. |
| **Total** | **0.50** | | **$50,237** | |

# Administration

| Description | FTE | Classification | Amount | Comment |
|---|---|---|---|---|
| City Librarian | 0.00 | n/a | $18,673 | Reduce various service and supply accounts. |
| Finance | 0.00 | n/a | $2,300 | Reduce operating funds by 20%. |
| Human Resources | 0.00 | | $10,534 | Eliminate funds for proposed upgrades. |
| Human Resources | 0.00 | | $11,880 | Reduce training funds. 11% reduction. |
| Human Resources | 0.00 | | $5,000 | Reduce materials & supplies allotments. |
| Human Resources | 1.00 | 1220 Payroll Clerk | $66,560 | Mitigate though implementation of on-line timekeeping. |
| Human Resources | 0.00 | n/a | $8,269 | Reduce OT allotment from $9,769 to $1,500. |
| Human Resources | 0.25 | 3602 Library Page | $8,543 | Eliminate 10 hour page position. |
| **Total** | **1.25** | | **$131,759** | |

## Contingency Reductions

1. Implemented only if revenue falls short of current estimates or if baseline costs exceed current estimates.
2. Cuts not made "across the board". Proposals reviewed and prioritized. Recommended cuts represent 62% of target – 38% of proposed reductions not taken.
3. Cuts will impact service and operations. However, concerted effort made to maintain critical public services, the book budget, and facilities maintenance.
4. Cuts reflect 10% reduction to operating expense budget and 2.4% of personnel budget. Given the magnitude of the reduction, FTE reductions cannot be avoided.

## Recommended Actions

*1.* ***Approve*** the Library's $55.126 million estimated baseline budget. Including baseline adjustments of $432,000 and a contingency of $1.170 million to cover up to a 3% salary increase.

*2.* ***Approve*** an allocation of $1.417 million from LPF reserves for one-time projects and expenses .

*3.* ***Approve*** the Library's $1.6 million contingency reduction plan. Plan based on 5% of projected General Fund allocation in 2003-04.

## Next Steps

- **February**
  - Prepare and submit baseline budget and contingency reduction plan (2/21/03) to the Controller and Mayor.
  - Present prioritized list of Budget Change Concepts (new or enhanced spending proposals) to the Commission for discussion/action. Submit Commission approved plan to Mayor.
- **March/April/May**
  - Board of Supervisors department hearings.
  - Collective bargaining agreements to the Board (April).
  - Controller's updated revenue forecast (May)
  - Add new spending proposals to budget if funds are available.
    - Dependent on revenue forecast and collective bargaining.
- **June/July**
  - BoS Budget Hearings

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

December 30, 2002

To: Library Commissioners
Susan Hildreth, City Librarian

Fr: George Nichols, Finance Director

**RE: Budget Planning Report – FY 2003-04 Budget Recommendations**

This report contains three recommendations regarding the Library's FY 2003-04 budget.

1. **Approve the Library's baseline budget and baseline adjustments.** Baseline adjustments have been discussed previously with the Commission and are outlined again in this report.

2. **Approve one-time budget proposals funded by reserve balances in the Library Preservation Fund (LPF).** An analysis of the LPF reserve balance and a description of one-time funding proposals are outlined in this report.

3. **Approve the Library's contingency reduction plan.** The Library is required by the Mayor to submit a contingency reduction plan equal to 5% of estimated General Fund ($1.6 million). The plan is to be submitted separately from the budget we provide the Mayor in February. Contingency reductions will not be incorporated into the budget unless revenue falls below current projections or costs exceed current estimates.

*Updated Revenue Estimates Received*

On December 6, 2002 we received the Controller's revised General Fund (GF) revenue forecast for the current year (2002-03) and budget year (2003-04). The Controller's latest projection indicates that revenue allocable to the Library under City Charter Section 16.109 is better than assumed or planned based on direction received prior to December 6th. According to the Controller's latest revenue forecast:

1. ***The Library will not have to cut costs in the current fiscal year.*** The GF baseline allocation required by the Charter is slightly higher than the amount appropriated to the Library in the Annual Appropriation Ordinance (AAO) for 2002-03.

2. ***The Library will not have to cut its budget to cover estimated baseline budget cost increases in 2003-04.*** The GF baseline requirement projected by the Controller is $1.2 million higher than the amount appropriated in the current year and is sufficient to cover anticipated increases in our baseline budget.

Although the Library will not have to cut its budget to cover baseline cost increases, it still must prepare a 5% contingency reduction plan. Based on a GF forecast of $32.354 million, the Library has prepared a reduction plan totaling $1.6 million. The plan, once approved by the Commission, will be submitted to the Mayor with our proposed 2003-04 budget. Contingency reductions will be incorporated into the budget only if revenue falls below current projections or if baseline costs increase over current estimates. Decisions to incorporate reductions in the

budget will be made in April or May 2003 and will be dependent on the Controller's nine-month revenue forecast prepared in May and on the outcome of collective bargaining.

### *Library Revenue: City Charter Section 16.109*

The Controller is currently projecting a $1.220 million increase in General Fund allocations for 2003-04 over the amount appropriated in the current year. General Fund is projected to increase 3.9% from $31.134 million to $32.354 million. Property tax allocations are currently projected to increase $400,000 over the amount appropriated in the current year. Property tax dollars will increase 1.8% from $22.390 million to $22.790 million. Total revenue received under the Charter requirement will increase by 3% or $1.620 million – from $53.524 million to $55.144 million. Estimated revenue changes are summarized on Attachment A.

### *Library Baseline Cost Adjustments*

Excluding negotiated general salary increases which are unknown at this time the Library's baseline budget is expected to increase by $432,000 – from $53.524 million to $53.956 million (0.8%). Assuming up to a 3% negotiated general salary increase, the Library's baseline budget would increase by an additional $1.170 million – from $53.956 to $55.126 million (2.2%). Each 1% increase in salaries is equal to approximately $390,000 in salaries and related fringe benefits. The Mayor has stated that there are no dollars in 2003-04 for salary increases; however, given direction to absorb all baseline cost increases within our revenue base, we believe it prudent at this time to set funds aside for this purpose. Based on the Controller's current revenue forecast, the Library would have sufficient funds to cover baseline increases including a negotiated general salary increase up to 3%. Baseline budget adjustments are summarized on Attachment A.

If negotiated salary increases are less than 3%, the Library's baseline budget would actually be less than projected revenue and additional items could be added or funded. As a first priority, the Library would recommend increasing the book budget by 3% consistent with the increase in revenue. The Library has prepared Budget Change Concepts (new funding proposals) that could be included in the budget if revenue is available to support them. These proposals are in addition to programs and activities funded in the baseline budget and would be added only after discussion and approval by the Library Commission.

New funding proposals will not be included in the budget submitted to the Mayor in February. We plan to present recommendations on budget augmentations to the Library Commission in a subsequent meeting. We expect to know whether we can add items to the budget in April or May 2003. Decisions will hinge on the outcome of collective bargaining and the Controller's nine-month revenue forecast issued in May 2003.

### *Library Preservation Fund Reserves*

Library Preservation Fund reserves currently total $3.532 million. This is 6.4% of estimated revenue. It is Commission policy to maintain a reserve of at least 3%. A 3% reserve is $1.654 million. Assuming we maintain a 3% reserve, $1.878 million could be budgeted for one-time projects not funded in the baseline budget. We propose budgeting $1.417 million from the reserve to cover the 2nd year cost of the new integrated library system ($545,000); to purchase a new delivery truck for the materials distribution program ($40,000); continue funding for the Branch Library Maintenance and Repair Program ($200,000) and the final year of the Branch Library Telephone System Replacement Project ($270,000); continue funding of the PC replacement program ($300,000); and to fund equipment and start-up services for the new Support Services Center ($62,300). Funding these items from the reserve would leave a balance of $2.115 million – 3.84% of estimated revenue in 2003-04. This analysis is also summarized on Attachment A.

### *Contingency Reduction Planning*

The Library initially prepared $2.6 million in reductions based on revenue projections received prior to December 6th. Reduction proposals were prepared on the assumption that revenue allocations made to the Library in 2003-04 under Charter Section 16.109 would not increase from current year levels and that cost increases anticipated in 2003-04 would have to be absorbed within this revenue base. As instructed by the Mayor, we prepared reduction

proposals totaling $1.1 million to align estimated baseline costs (which are increasing) with estimated revenue (which the Controller estimated would remain flat); and $1.5 million in contingency reductions. Given the City Controller's revised revenue forecast it will not be necessary to cut the budget to accommodate baseline cost increases. The Library will be able to cover baseline cost increases within its projected revenue base.

The Library however, is still required by the Mayor to prepare a contingency reduction plan equal to 5% of its projected General Fund. Based on a General Fund forecast of $32.354 million a 5% reduction is equivalent to $1.6 million. Contingency reductions are summarized on Attachments B.1 (by priority) and B.2 (by division). As indicated, reductions will not be incorporated into the proposed budget we submit to the Mayor in February. They could however, be incorporated after the budget is submitted if revenue falls below current projections or if baseline costs exceed current estimates.

Budget cuts of this magnitude will impact to some degree services and programs offered by the Library. In developing its reduction plan, the Library endeavored to minimize impacts on direct public service; minimize impacts on mission-critical, core library services and programs; maintain capacity to care for its physical infrastructure; and to maintain the book budget.

*Budget Reduction Planning Process*

Division Chiefs were tasked with identifying $2.6 million in reductions based on revenue projections provided by the Controller prior to December 6th and on in-house estimates of baseline cost increases[1]. Of the $2.6 million reduction, $1.1 million were necessary to align the baseline budget with projected baseline revenue; and, $1.5 million were contingency cuts that would be implemented only if revenue fell short of projections or costs were greater than estimated.

Each division was assigned a reduction target. Division targets were determined by prorating the cut ($2.6 million) among the divisions based on their current budget. This worked out to be 4.7% of each division's budget. The target was a minimum and Chiefs were asked to consider reductions that exceeded their targeted level in order to provide flexibility and discretion in decision-making. A total of $2.991 million in reduction proposals were submitted. Chiefs were instructed to propose cuts that would least impact public service or operations in their respective program areas.

Because the Controller's updated revenue forecast mitigates the need for reductions to cover baseline budget cost increases, reductions the Library prepared are significantly less than expected. This facilitated reduction planning as it broadened the pool of proposed cuts from which to choose and allowed the Library to prioritize reduction proposals based on the criteria described previously.

The City Librarian, the Deputy City Librarian, and the Finance Director reviewed the proposals prepared by each Chief and prepared a preliminary list of reduction priorities totaling $1.6 million. In preparing the list, the group was mindful of comments made by individual Commissioners regarding core vs. non-core services and programs.

The preliminary list developed by the City Librarian, the Deputy City Librarian, and the Finance Director was discussed with the Library's Management Team and revised based on their comments and additional discussions between the Chiefs and the City Librarian and the Deputy City Librarian. The list of priority reductions before the Commission is a product of this process.

*Description of Reductions*

The Library's recommendations are made up of forty-four individual reductions that total $1,618,100. Personnel reductions total 15.62 FTE and $1.029.238 or 63.6% of the total reduction; and operating expense reductions total $588,862 or 36.4% of the total. The ratio of personnel reductions to operating expense reductions is not surprising. With close to 90% of the Library's budget committed to staff and books, cutting $1.6 million out of the budget will

require some reduction in staffing. Excluding the book budget, the proposed contingency reduction plan reflects a 10.2% reduction to the Library's operating expense budget. In contrast, the proposed reduction in personnel reflects only a 2.4% cut to the personnel budget.

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[1] Baseline Budget reflects the funding necessary to continue existing services and programs offered by the Library into the next fiscal year.

With regard to personnel reductions, of the 15.62 FTE:

- 9.75 FTE or 62.4% are currently filled positions and 5.87 FTE or 37.6% are vacant positions.
- 11.88 FTE are public service positions in the Main (7.88), Branch (2.0), or Children's Program (2.0). They include Librarian (6.0), Library Technician (2.0), Library Assistant (2.5), and Library Page (2.38) positions; 1.25 FTE are administrative positions; and, 2.49 FTE are support positions in Public Affairs (0.5), Technical Services (1.0), and Information Resource Management (1.0).
- The 15.62 FTE represents 2.5% of the Library's FTE base of 612.86.

With respect to operating expense reductions:

- The Library would eliminate $175,000 in grant funds budgeted for the Tool Lending Center; $131,776 in equipment and DRA system maintenance funds that won't be needed as services are covered by the contract with Innovative Interfaces for the new integrated library system; and, $13,745 for non-recurring internet service line charges. These items total $320,521, constitute 54.4% of operating expense reductions, and would not impact direct services or operations. With the exception of funding for the Tool Lending Center, the loss of these funds represents mainly a loss of opportunity to redirect these funds for other program uses.
- The balance of operating expense reductions totaling $268,341 (45.6%) will affect services or operations if implemented. Included in this group is $150,473 reduction to various materials and supply budgets, $92,888 reduction in equipment service and maintenance funds; $11,880 reduction in training funds; $7,500 reduction in travel funds, and $5,000 reduction in mailing and reproduction services.

With respect to reductions by program:

- As a percent of targeted reductions, Public Affairs and Administration had the highest percentage taken – 99.9% and 98%, respectively. These two divisions are followed by the Main (79.2%); Automation (66.5%); Children's (64.5%); Branch (60.4%); Technical Services (47.6%); Operations (44.4%); and, IRMO (24.7%).
- As a percent of division budget, Public Affairs and Administration take the biggest hits – 4.7% and 4.6% respectively. Public Affairs and Administration are followed by the Main (3.7%); Children's (3.1%); Automation (3.1%); Branch Libraries (2.9%); Operations (2.2%); Technical Services (2.2%); and IRMO (1.1%).
- As a percent of the total reduction, the Main Library and the Branch Library divisions take the largest cuts – $479,214 (29.6%) and $368,704 (22.8%), respectively. The Main and the Branch divisions are followed by Children's Programs $194,731 (12%); Operations $143,888 (8.9%); Administration $131,759 (8.2%); Automation $102,791 (6.3%); Technical Services $86,776 (5.4%); IRMO $60,000 (3.7%); and Public Affairs $50,237 (3.1%). Attachment C summarizes these statistics.

### *Analysis of Proposed Contingency Reductions*

Given the magnitude of the potential reduction, service and operational impacts cannot be wholly avoided. If implemented, there would be fewer FTE providing service, fewer dollars for program materials and supplies, fewer dollars for equipment maintenance, and fewer dollars for training and business travel. Although impacts cannot be avoided, the staff's recommendations will least impact services and operations.

- **Main Library ($479,214):** Reductions in the Main Library are all personnel related. Excluding non-discretionary funds for equipment maintenance and contract funds for the Public Copy and Print Program, the Main Library has only $119,000 for discretionary program materials and supplies. Reductions to this budget are not feasible. Proposed FTE reductions in the Main would be mitigated through strategic redesign of first floor operations in conjunction with POE improvements and the move of Technical Services to the Support Services Center at 190 9th Street. This includes staff reductions at the A/V desk and listening stations (3.0 FTE) and in Borrower Services (1.0 FTE). Staff reductions in the Business/Science/Technology Center (1.0 FTE), General Collections (1.5 FTE), and the S.F. History Room (0.5 FTE), could be mitigated by increasing the number of hours individuals spend at a service desk or through the adjustment of work schedules. The proposed reduction in the Library for the Blind (0.38 FTE) would have no impact on the program, as tasks performed would be eliminated with implementation of the new integrated library system.

- **Branch Libraries ($368,704):** Reductions include funding for the Tool Lending Center ($175,000); program materials and supplies ($40,000); and 2.0 FTE ($153,704). FTE reductions in the Branch have been kept to a minimum. FTE reductions include 0.5 Librarian II for the new Mission Bay Branch Library – now expected to open in FY 2004-05; a full-time Librarian I floater; and a half-time Library Assistant I at the Mission Branch. The Branch Division currently has 10.3 floater FTE. The proposed reduction of 1.0 Librarian floater represents a 9.7% reduction in this workforce. The loss of a Librarian I floater and a half-time Library Assistant will result in incremental but not significant reduction in service. The reduction in materials and supplies represents a 27% cut to this budget – approximately $1,500 per branch. Branch allocations would decline from $5,700/branch to $4,200/branch.

- **Office of Children and Youth Services ($194,731):** Reductions include funding for equipment maintenance ($42,154) no longer needed with the implementation of the new integrated library system and 2.0 FTE ($152,557). FTE reductions have been kept to a minimum. Reductions include 1.0 Librarian I in the Main Library Children's Center and 1.0 Librarian I serving Juvenile Hall. The Juvenile Hall program is a non-core, non-traditional service that will be eliminated if reductions become necessary and coverage in the Children's Center would be addressed through scheduling adjustments.

- **Technical Services ($86,776):** Reductions include equipment maintenance ($20,576); materials and supplies ($12,600); and 1.0 FTE ($53,600). The reduction in equipment maintenance will not materially affect the program as maintenance is provided through the contract with Innovative Interface for the new integrated library system. The cut in funding for materials and supplies represents a 7.2% reduction to the division's materials and supplies budget and will result in a minor diminishment in purchasing ability. The FTE reductions will not materially affect operations.

- **Automation ($102,791):** Reductions include equipment maintenance ($69,046); data processing materials and supplies ($20,000); and Internet service charges ($13,745). Cutting equipment maintenance will not affect the program, as maintenance will be provided through the contract with Innovative Interface, Inc. for the new integrated library system. The loss of funds budgeted for Internet service charges have no impact as these funds were budgeted in the current year to cover a one-time cost. The reduction to the materials and supplies budget is a 9.8% cut that will reduce the budget from $203,000 to $183,000 and lead to a nominal loss of purchasing power.

- **Information Resource Management ($60,000):** Savings would be achieved by cutting a Librarian Technician I position in the Community Services Directory program. This program provides access to a directory of San Francisco-based community organizations and government services. Cutting this position would diminish the ability to maintain the database and the Library would explore the potential of other data aggregators to take over responsibility of the database.

- **Operations & Maintenance ($143,888):** Savings would be achieved by cutting building material and supplies ($14,000); equipment maintenance supplies ($41,000); equipment maintenance repair ($5,000);

and by modifying equipment maintenance contracts from annual service and maintenance agreements to time and materials agreements ($83,888). The reduction in building materials and supplies is a 6% cut that reduces this allotment from $221,000 to $207,000. The reduction in equipment maintenance supplies is a 24% cut that reduces the allotment from $169,000 to $128,000. Modifying equipment service maintenance contracts to time and material only is a 26% cut that reduces this allotment from $320,388 to $236,500. Reductions are manageable if they become necessary. All critical building systems and equipment (HVAC; Fire, Life, Safety; Elevators, etc.) will be maintained. However, cuts will in some cases result in slower response to routine maintenance requests.

- **Public Affairs ($50,237):** Reductions reflect a 4.7% cut in total spending for this program. Along with Administration, Public Affairs would take the largest percentage cut to its budget. Savings would be achieved by cutting a half-time Curator II position ($36,237); and by reducing funds for reproduction and mailing ($5,000); materials and supplies ($5,000); and equipment maintenance ($4,000).

- **Administration ($131,759):** Reductions reflect a 4.6% cut in total spending in this program. Along with Public Affairs, Administration would take the largest percentage cut to its budget. Savings would be achieved by cutting a Payroll Clerk position ($66,560) and a 0.25 Library Page position ($8,543); and by eliminating funds for reclassification of 2.0 Payroll Clerk positions ($10,534). Other savings would be achieved through reductions in overtime ($8,269); training ($11,880); travel ($7,500) and various materials, supplies, and services allotments ($18,473). Although, the most egregious cut would be the loss of a Payroll Clerk, the impact could be mitigated through the implementation of an on-line time-keeping system. Other reductions are manageable although they will result in less staff training, less business travel, and diminished purchasing power.

### *Reduction Proposals not Recommended*

A total of $2.991 million in reductions were prepared, reviewed, and prioritized by staff. Of this total, $1.373 million in suggested cuts are not being recommended, as they do not meet the criteria referenced previously in this report. The cuts we are not recommending would, we believe, more severely impact public service, significantly reduce our capacity to maintain facilities and protect the public who use our facilities; and reduce spending for books and other material for the collection. This group of reductions included additional public service staff in the Main (1.0) and the Branch Libraries (3.75) including floaters and part-time as needed staff; custodial and security staff in Operations (4.5); and support staff in Technical Services (1.0), and Administration (1.5).

Please call me at (415) 557-4248 if you have questions prior to the January 7th meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian
Kathleen McKeon, Budget Officer

12/30/2002

BUDGET PLANNING ESTIMATES
Revenue Expenditures

**ATTACHMENT A**

## LIBRARY PRESERVATION FUND (REVENUE & BUDGET)

| 2003-04 | Baseline Budget | 5% Contingency Reductions | Revised |
|---|---|---|---|
| **Sources** | | | |
| Gen Fund | $ 32,354,000 | $ (1,617,700) | $ 30,736,300 |
| Prop Tax | $ 22,790,000 | $ - | $ 22,790,000 |
| **Total** | $ 55,144,000 | $ (1,617,700) | $ 53,526,300 |
| **Budget** | | | |
| **Base** | $ 53,524,097 | $ (1,617,700) | $ 51,906,397 |
| Onetime Adj. | $ (492,867) | $ - | $ (492,867) |
| Annualized Costs (MOU) | $ 49,290 | $ - | $ 49,290 |
| Annualized Costs (FTE) | $ 53,750 | $ - | $ 53,750 |
| Retirement Add-back | $ 120,757 | $ - | $ 120,757 |
| 1-Day Add | $ 146,265 | $ - | $ 146,265 |
| Attrition Adj. | $ 194,784 | $ - | $ 194,784 |
| Step M | $ 57,875 | $ - | $ 57,875 |
| Rent Increases | $ 18,000 | $ - | $ 18,000 |
| Work Order (5%). | $ 69,642 | $ - | $ 69,642 |
| Bldg/Equip Maint (5%) | $ 54,554 | $ - | $ 54,554 |
| SSC - 190-9th | $ 159,735 | $ - | $ 159,735 |
| **Subtotal** | $ 53,955,882 | $ (1,617,700) | $ 52,338,182 |
| **Unknown Costs** | | | |
| MOU COLA (est 3%) | $ 1,170,000 | $ - | $ 1,170,000 |
| Health Premium Adjust. | $ - | $ - | $ - |
| **Total Budget** | $ 55,125,882 | $ (1,617,700) | $ 53,508,182 |
| Variance (Revenue - Budget) | $ 18,118 | $ - | $ 18,118 |

## LIBRARY PRESERVATION FUND RESERVE

| Balance (7/1/02) | Calculated 3% Reserve | Available to Maintain 3% Reserve | Recommend-ed Use | Adjusted Balance Available | Remaining Reserve Balance |
|---|---|---|---|---|---|
| $ 3,532,376 | $ 1,654,320 | $ 1,878,056 | $ 1,417,300 | $ 460,756 | $ 2,115,076 |
| 6.41% | 3.00% | | | | 3.84% |

**ONE-TIME PROJECTS**

| | | |
|---|---|---|
| Integrated Library System | $ 545,000 | Year 2 of 3 |
| Branch M&R | $ 200,000 | Maintenance & Repair Projects |
| PC Replacement Program | $ 300,000 | Technology refreshment |
| Delivery Truck | $ 40,000 | Distribution Services |
| Branch Telephone Projects | $ 270,000 | Final Phase of Upgrade Program |
| SSC Equipment/OT Srvcs | $ 62,300 | Equip., security system setup, book trucks |
| **TOTAL** | $ 1,417,300 | |

# FY 2003-04 CONTINGENCY REDUCTIONS
(By Priority)

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| 1 | Admin (CL) | Reduce various service/supply accounts. Includes travel ($7,500), professional rrvcs, materials & supplies, other office supplies. | 0.00 | | | $ 18,673 |
| 1 | Admin (HR) | Downgrade (reclass) 2 payroll clerk positions | | | | $ 10,534 |
| 1 | Automation | SBC/Pacific Bell Internet Access charges (budget adjustment). | 0.00 | | | $ 13,745 |
| 1 | Branch | Eliminate grant to Tool Lending Center | | | | $ 175,000 |
| 1 | Branch | Eliminate Librarian II -- Mission Bay Branch Library | 0.50 | V | 3632 Librarian II | $ 36,473 |
| 1 | Childrens | Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds | 0.00 | | | $ 42,154 |
| 1 | Main | Eliminate 1.0 3630 Librarian I in General Collections | 1.00 | V | 3630 Librarian I | $ 78,440 |
| 1 | Main | Eliminate 1.0 3602 Page - Library for the Blind | 0.38 | F | 3602 Library Page | $ 12,012 |
| 1 | Operations | Further reductions in materials & supplies budgets for all crafts. | 0.00 | | | $ 41,000 |
| 1 | Operations | Eliminate Johnson Control Maintenance Contract | 0.00 | | | $ 17,000 |
| 1 | Public Affairs | Reduce programming and exhibitions staff by 0.5 3542 Curator II. | 0.50 | F | 3542 Curator II | $ 36,237 |
| 1 | Public Affairs | Reduce budget for repair/replacement of exhibit cases. | 0.00 | | | $ 2,000 |
| 1 | Techn Srvcs | Innovacq maintenance service funds. | 0.00 | | | $ 20,576 |
| 1 | Techn Srvcs | Reduce 20 hour/wk page to 15 hour/wk page. | 0.13 | V | 3602 Library Page | $ 5,500 |
| 1 | Techn Srvcs | Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation | 0.00 | | | $ 12,000 |
| | **Subtotal** | | **2.50** | | | **$ 521,344** |
| | | | | | | |
| 2 | Admin (FO) | Reduce operating funds 20% | 0.00 | | | $ 2,300 |
| 2 | Admin (HR) | Reduce training funds | 0.00 | | | $ 11,880 |
| 2 | Automation | Reduce funds budgeted for service and software maintenance. | 0.00 | | | $ 69,046 |
| 2 | Operations | Reduce equipment repair funds for custodial equipment. | 0.00 | | | $ 5,000 |
| 2 | Public Affairs | Reduce budget for graphic materials & supplies | 0.00 | | | $ 1,500 |
| 2 | Techn Srvcs | Eliminate access to RLIN bibliographic utility. | 0.00 | | | $ 600 |
| 2 | Techn Srvcs | Eliminate 15 hour/wk Library Page in Catalog Dept. | 0.38 | F | 3602 Library Page | $ 12,587 |
| | **Subtotal** | | **0.38** | | | **$ 102,913** |
| | | | | | | |
| 3 | Automation | Reduce funds budgeted for data processing supplies. | 0.00 | | | $ 20,000 |
| 3 | IRMO | Eliminate SF Community Services Directory (Community Connection) | 1.00 | F | 3616 Library Techn I | $ 60,000 |
| 3 | Main | Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds. | 3.00 | F<br>F | 3610 Library Assistants<br>3602 Library Page | $ 161,239 |
| 3 | Operations | Reduce materials & supply budgets for crafts. | 0.00 | | | $ 14,000 |
| 3 | Operations | Modify/reduce equipment service & maintenance contracts (time & material only). | 0.00 | | | $ 66,888 |
| 3 | Public Affairs | Reduce work orders for reproduction and mail services | 0.00 | | | $ 5,000 |
| 3 | Public Affairs | Reduce audi-visual equipment maintenance funds | 0.00 | | | $ 4,000 |
| 3 | Techn Srvcs | Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions. | 0.50 | V | 3616 Library Techn I | $ 35,513 |
| | **Subtotal** | | **4.50** | | | **$ 366,640** |
| | | | | | | |
| 4 | Admin (HR) | Reduce various operating budget line-items | 0.00 | | | $ 5,000 |
| 4 | Childrens | Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center | 1.00 | V | 3630 Librarian I | $ 80,014 |
| 4 | Main | Eliminate 2 half-time 3602 positions in Borrower Services | 1.00 | F | 3602 Library Page | $ 41,991 |
| 4 | Public Affairs | Reduce media production supplies | 0.00 | | | $ 1,500 |
| | **Subtotal** | | **2.00** | | | **$ 128,505** |
| | | | | | | |
| 5 | Admin (HR) | Eliminate one full-time 1220 Payroll Clerk position. | 1.00 | F | 1220 Payroll Clerk | $ 66,560 |
| 5 | Branch | Reduce supply and equipment budget 3%. | 0.00 | | | $ 40,000 |
| 5 | Branch | Eliminate full-time 3630 Librarian I (floater) | 1.00 | F | 3630 Librarian I | $ 88,648 |
| 5 | Childrens | Eliminate full-time 3630 Librarian I position serving Juvenile Hall | 1.00 | F | 3630 Librarian I | $ 72,563 |
| 5 | Main | Eliminate Librarian I in Business/Science/Technology | 1.00 | V | 3630 Librarian I | $ 78,440 |
| | | | **4.00** | | | **$ 346,211** |
| | | | | | | |
| 6 | Admin (HR) | Reduce overtime funds | 0.00 | | | $ 8,269 |
| 6 | Branch | Eliminate half-time Library Assistant I - Mission Branch | 0.50 | V | 3610 Library Assistant | $ 28,583 |
| 6 | Main | Eliminate full-time Library Technian in SF History | 1.00 | V | 3616 Library Techn I | $ 67,872 |

12/30/2002

# FY 2003-04 CONTINGENCY REDUCTIONS
(By Priority)

ATTACHMENT B.1

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| | **Subtotal** | | **1.50** | | | **$ 104,724** |
| 7 | Admin (HR) | Eliminate 3602 Position | 0.25 | V | 3602 Library Page | $ 8,543 |
| 7 | Main | Eliminate Librarian I in General Collections | 0.50 | F | 3630 Librarian I | $ 39,220 |
| | | | **0.75** | | | **$ 47,763** |
| **TOTAL RECOMMENDED REDUCTIONS** | | | **15.62** | | | **$ 1,618,100** |

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| **OTHER APPROVED CUTS NOT REQUIRED AT 5% REDUCTION LEVEL** | | | | | | |
| 7 | Techn Srvcs | Eliminate 1424 Clerk Typist (COATS and Acquisitions) | 1.00 | F | 1424 Clerk Typist | $ 55,011 |
| 8 | Main | Eliminate half-time 3630 Librarian I (Patent & Trademark Center) | 0.50 | F | 3630 Librarian I | $ 39,220 |
| 9 | IRMO | Eliminate Chief of IRMO position | 1.00 | V | 3643 Librarian IV | $ 118,750 |
| | **Subtotal** | | **2.50** | | | **$ 212,981** |
| **PROPOSED REDUCTIONS NOT RECOMMENDED** | | | **12.75** | | | **$ 1,159,884** |
| **TOTAL PROPOSED REDUCTIONS PREPARED** | | | **30.87** | | | **$ 2,990,965** |

12/30/2002

# FY 2003-04 CONTINGENCY REDUCTIONS
(By Division)

ATTACHMENT B.2

| Priority | Division | Description | FTE | F/V | Classification | Total |
|---|---|---|---|---|---|---|
| 1 | Admin (CL) | Reduce various service/supply accounts. Includes travel ($7,500), professional srvcs, materials & supplies, other office supplies. | 0.00 | | | $ 18,673 |
| 2 | Admin (FO) | Reduce operating funds 20% | 0.00 | | | $ 2,300 |
| 1 | Admin (HR) | Downgrade (reclass) 2 payroll clerk positions | 0.00 | | | $ 10,534 |
| 2 | Admin (HR) | Reduce training funds | 0.00 | | | $ 11,880 |
| 4 | Admin (HR) | Reduce various operating budget line-items | 0.00 | | | $ 5,000 |
| 5 | Admin (HR) | Eliminate one full-time 1220 Payroll Clerk position. | 1.00 | F | 1220 Payroll Clerk | $ 66,560 |
| 6 | Admin (HR) | Reduce overtime funds | 0.00 | | | $ 8,269 |
| 7 | Admin (HR) | Eliminate 3602 Position | 0.25 | V | 3602 Library Page | $ 8,543 |
| | | | 1.25 | | | $ 131,759 |
| 1 | Automation | SBC/Pacific Bell Internet Access charges (budget adjustment). | 0.00 | | | $ 13,745 |
| 2 | Automation | Reduce funds budgeted for service and software maintenance. | 0.00 | | | $ 69,046 |
| 3 | Automation | Reduce funds budgeted for data processing supplies. | 0.00 | | | $ 20,000 |
| | | | 0.00 | | | $ 102,791 |
| 1 | Branch | Eliminate grant to Tool Lending Center | | | | $ 175,000 |
| 1 | Branch | Eliminate Librarian II -- Mission Bay Branch Library | 0.50 | V | 3632 Librarian II | $ 36,473 |
| 5 | Branch | Reduce supply and equipment budget 3%. | 0.00 | | | $ 40,000 |
| 5 | Branch | Eliminate full-time 3630 Librarian I (floater) | 1.00 | F | 3630 Librarian I | $ 88,648 |
| 6 | Branch | Eliminate half-time Library Assistant I - Mission Branch | 0.50 | V | 3610 Library Asst. | $ 28,583 |
| | | | 2.00 | | | $ 368,704 |
| 1 | Childrens | Reduce maintenance & supply funds in Technical Srvcs funded by Childrens Baseline funds | 0.00 | | | $ 42,154 |
| 4 | Childrens | Eliminate full-time 3630 Librarian I position in the Main's Childrens' Center | 1.00 | V | 3630 Librarian I | $ 80,014 |
| 5 | Childrens | Eliminate full-time 3630 Librarian I position serving Juvenile Hall | 1.00 | F | 3630 Librarian I | $ 72,563 |
| | | | 2.00 | | | $ 194,731 |
| 3 | IRMD | Eliminate SF Community Services Directory (Community Connection) | 1.00 | F | 3616 Library Techn I | $ 60,000 |
| | | | 1.00 | | | $ 60,000 |
| 1 | Main | Eliminate 1.0 3630 Librarian I in General Collections | 1.00 | V | 3630 Librarian I | $ 78,440 |
| 1 | Main | Eliminate 1.0 3602 Page - Library for the Blind | 0.38 | F | 3602 Library Page | $ 12,012 |
| 3 | Main | Close A/V desk & listening stations - eliminate two full-time 3610 and 2 half-time 3602 positions and $3000 in equipment funds. | 3.00 | F | 3610 Library Assts.<br>3602 Library Page | $ 161,239 |
| 4 | Main | Eliminate 2 half-time 3602 positions in Borrower Services | 1.00 | F | 3602 Library Page | $ 41,991 |
| 5 | Main | Eliminate Librarian I in Business/Science/Technology | 1.00 | V | 3630 Librarian I | $ 78,440 |
| 6 | Main | Eliminate full-time Library Technian in SF History | 1.00 | V | 3616 Library Techn I | $ 67,872 |
| 7 | Main | Eliminate Librarian I in General Collections | 0.50 | F | 3630 Librarian I | $ 39,220 |
| | | | 7.88 | | | $ 479,214 |
| 1 | Operations | Further reductions in materials & supplies budgets for all crafts. | 0.00 | | | $ 41,000 |
| 1 | Operations | Eliminate Johnson Control Maintenance Contract | 0.00 | | | $ 17,000 |
| 2 | Operations | Reduce equipment repair funds for custodial equipment. | 0.00 | | | $ 5,000 |
| 3 | Operations | Reduce materials & supply budgets for crafts. | 0.00 | | | $ 14,000 |
| 3 | Operations | Modify/reduce equipment service & maintenance contracts (time & material only). | 0.00 | | | $ 66,888 |
| | | | 0.00 | | | $ 143,888 |
| 1 | Public Affairs | Reduce programming and exhibitions staff by 0.5 3542 Curator II. | 0.50 | F | 3542 Curator II | $ 36,237 |
| 1 | Public Affairs | Reduce budget for repair/replacement of exhibit cases. | 0.00 | | | $ 2,000 |
| 2 | Public Affairs | Reduce budget for graphic materials & supplies | 0.00 | | | $ 1,500 |
| 3 | Public Affairs | Reduce work orders for reproduction and mail services | 0.00 | | | $ 5,000 |
| 3 | Public Affairs | Reduce audi-visual equipment maintenance funds | 0.00 | | | $ 4,000 |
| 4 | Public Affairs | Reduce media production supplies | 0.00 | | | $ 1,500 |
| | | | 0.50 | | | $ 50,237 |
| 1 | Techn Srvcs | Innovacq maintenance service funds. | 0.00 | | | $ 20,576 |
| 1 | Techn Srvcs | Reduce 20 hour/wk page to 15 hour/wk page. | 0.13 | V | 3602 Library Page | $ 5,500 |
| 1 | Techn Srvcs | Reduce materials & supply budgets in Acquisitions, Catalog, and Preservation | 0.00 | | | $ 12,000 |
| 2 | Techn Srvcs | Eliminate access to RLIN bibliographic utility. | 0.00 | | | $ 600 |
| 2 | Techn Srvcs | Eliminate 15 hour/wk Library Page in Catalog Dept. | 0.38 | F | 3602 Library Page | $ 12,587 |
| 3 | Techn Srvcs | Eliminate 3616 Technical Assistant I (bilingual) in Acquisitions. | 0.50 | V | 3616 Library Techn I | $ 35,513 |
| | | | 1.00 | | | $ 86,776 |
| | | TOTAL RECOMMENDED REDUCTIONS | 15.62 | | | $ 1,618,100 |

# FY 2003-04 CONTINGENCY REDUCTIONS

## ATTACHMENT C

### Budget

| Division | 02-03 Budget | Reduction Target | Proposed Reductions | Approved Reductions | APPROVED REDUCTIONS | | | | Target % of Budget |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | % of Budget | % of Target | % of Proposed | % of Approved | |
| Admin | $ 2,837,262 | $ 134,396 | $ 243,287 | $ 131,759 | 4.64% | 98.04% | 54.16% | 8.14% | 4.74% |
| Automation | $ 3,261,149 | $ 154,474 | $ 102,791 | $ 102,791 | 3.15% | 66.54% | 100.00% | 6.35% | 4.74% |
| Branch | $ 12,888,269 | $ 610,488 | $ 570,640 | $ 368,704 | 2.86% | 60.39% | 64.61% | 22.79% | 4.74% |
| Childrens | $ 6,369,096 | $ 301,690 | $ 325,318 | $ 194,731 | 3.06% | 64.55% | 59.86% | 12.03% | 4.74% |
| IRMO | $ 5,127,992 | $ 242,902 | $ 513,750 | $ 60,000 | 1.17% | 24.70% | 11.68% | 3.71% | 4.74% |
| Main | $ 12,769,730 | $ 604,874 | $ 591,590 | $ 479,214 | 3.75% | 79.23% | 81.00% | 29.62% | 4.74% |
| Operations | $ 6,839,044 | $ 323,950 | $ 430,413 | $ 143,888 | 2.10% | 44.42% | 33.43% | 8.89% | 4.74% |
| Public Affairs | $ 1,061,787 | $ 50,295 | $ 50,237 | $ 50,237 | 4.73% | 99.88% | 100.00% | 3.10% | 4.74% |
| Techn Srvcs | $ 3,850,661 | $ 182,397 | $ 162,939 | $ 86,776 | 2.25% | 47.58% | 53.26% | 5.36% | 4.74% |
| TOTAL | $ 55,004,990 | $ 2,605,466 | $ 2,990,965 | $ 1,618,100 | 2.94% | 62.10% | 54.10% | 100.00% | 4.74% |

### Full-time Equivalents (FTE)

| Division | 02-03 Budget | Reduction Target | Proposed Reductions | Approved Reductions | APPROVED REDUCTIONS | | | | Target % of Budget |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | % of Budget | % of Target | % of Proposed | % of Approved | |
| Admin | 21.25 | n/a | 2.75 | 1.25 | 5.86% | n/a | 45.36% | n/a | n/a |
| Automation | 12.97 | n/a | 0.00 | 0.00 | 0.00% | n/a | 0.00% | n/a | n/a |
| Branch | 178.75 | n/a | 4.75 | 2.00 | 1.12% | n/a | 42.11% | n/a | n/a |
| Childrens | 73.20 | n/a | 4.00 | 2.00 | 2.73% | n/a | 50.00% | n/a | n/a |
| IRMO | 9.69 | n/a | 3.00 | 1.00 | 10.32% | n/a | 33.33% | n/a | n/a |
| Main | 181.92 | n/a | 9.38 | 7.88 | 4.33% | n/a | 84.00% | n/a | n/a |
| Operations | 72.08 | n/a | 4.50 | 0.00 | 0.00% | n/a | 0.00% | n/a | n/a |
| Public Affairs | 13.22 | n/a | 0.50 | 0.50 | 3.78% | n/a | 100.00% | n/a | n/a |
| Techn Srvcs | 49.78 | n/a | 2.00 | 1.00 | 2.01% | n/a | 50.00% | n/a | n/a |
| TOTAL | 612.86 | | 30.87 | 15.62 | 2.55% | | 50.60% | | |

Filename: FINAL PRIORITIZED LIST (Reduction Statistics)

## SAN FRANCISCO PUBLIC LIBRARY COMMISSION
## Draft revised 2003 MEETING SCHEDULE
### EXISTING SCHEDULE

### First Tuesday of the Month, 4:00 PM

January 7th, February 4th, March 1st, April 1st, May 6th, June 3rd, July 1st, August 5th, September 2nd, October 7th, and December 2nd, 2003.

### First Wednesday of the Month, 4:00 PM

*November 5th, 2003. * due to Election Day on Tuesday

### Third Tuesday of the Month 4:00PM

May 20, 2003

*PROPOSED CHANGES in italic*

### *First Thursday of the Month, 4:00 PM*

*March 6th, April 3rd, May 1st, June 5th, July 3rd, August 7th, September 4th October 2nd, November 6th, and December 6th, 2003.*

### Third Thursday of the Month 4:00PM

January 16th, February 20th, March 17th, April 17th, June 19th, July 17th, August 21st, September 18th, October 16th, November 20th, and December 18th, 2003.

M.Housh, Commission Secretary 1/23/03

## SAN FRANCISCO PUBLIC LIBRARY COMMISSION
## Proposed New 2003 MEETING SCHEDULE

### Third Tuesday of the Month 4:00PM

May 20, 2003

### First Thursday of the Month, 4:00 PM

May 1st, June 5th, July 3rd, August 7th, September 4th, October 2nd, November 6th, and December 6th, 2003.

### Third Thursday of the Month 4:00PM

January 16th, February 20th, March17th, April 17th, June 19th, July 17th, August 21st, September 18th, October 16th, November 20th, and December 18th, 2003.

M.Housh, Commission Secretary 1/24/03

## Holiday Closure Policy Policy #205

**Section: Library Services**

**Adopted: Nov. '85**
**Revised: Nov. '99**

It is the policy of the San Francisco Public Library Commission that all libraries shall be closed on all days declared to be holidays by the city as set forth in the annual salary standardization ordinance.

Additional closing will be as follows:

***The entire library system on Easter Sunday;*** **(DELETE)**

The entire library system at 5pm on the eve of the Thanksgiving, Christmas, and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed;

The Chinatown Branch on Chinese New Year's Eve;

The Main Library when it is anticipated that congestion in the Civic Center area will make opening the Main Library ineffective.

If a major holiday occurs on a Saturday or Sunday, the City Librarian is authorized to close the library on the actual day of the holiday. The holiday may be "observed" on the Friday or Monday nearest the holiday. The Saturday or Sunday is then a "closed" day.

DRAFT LIBRARY COMMISSION RESOLUTION 2/03

# RESOLUTION OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION PROTECTING LIBRARY USERS RIGHTS TO PRIVACY AND CONFIDENTIALITY

WHEREAS, the San Francisco Public Library Commission is deeply concerned about the ramifications of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA Patriot Act) as it affects the privacy of San Francisco Public Library users; and

WHEREAS, Sections 214 – 216 of the USA Patriot Act, give law enforcement agencies expanded authority to:

- Obtain library records
- Secretly monitor all electronic communication, and
- Prohibit libraries and librarians from informing users of such monitoring or information requests: and

WHEREAS, the San Francisco Public Library Commission is strongly opposed to terrorism, we also affirm that efforts to combat terrorism need not violate civil rights guaranteed under the First and Fourth Amendments to the Constitution of the United States; and

WHEREAS, public libraries, and specifically the San Francisco Public Library champion intellectual freedom and must guard library user's rights to privacy in the exercise of that freedom, and must safeguard the civil liberties that have gone hand in hand with the San Francisco Public Library's role in the community: and

WHEREAS, the American Library Association's (ALA) Library Bill of Rights, affirmed as policy by the San Francisco Library Commission in January 1998 asserts that:

- Libraries should challenge censorship in the fulfillment of their responsibility to provide information; and
- Libraries should resist abridgement of free expression and free access to ideas; and
- The "Shadow of Fear" caused by government intrusion into library records breeds self-censorship; and

WHEREAS, the San Francisco Library Commission honors the diversity of San Francisco's people, cherishes the richness this diversity brings, and is offended by targeting or profiling any particular racial, ethnic, cultural, political, or religious group in government investigations; and

WHEREAS, it is the responsibility of public libraries and librarians, as guardians of the public's freedom to read and right to access information, to contest encroachments upon those freedoms by individuals, groups, or the government, and

WHEREAS, the San Francisco Board of Supervisors has adopted a resolution directing City departments to avoid any abridgment of San Franciscans' constitutional rights that could result from law enforcement use of provisions of the USA Patriot Act; now therefore, be it

RESOLVED, that the San Francisco Public Library Commission stands firmly behind the principles of the public's right to access information and freedom to read; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission views the right to seek and receive information as inherent in the exercise of freedom of speech, and that the Commission views any attempt to obstruct expression and exploration as a violation of the spirit and practice of intellectual freedom that amounts to censorship; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission supports the American Library Association (ALA) guidelines to avoid creating and maintaining unnecessary records. Specifically the San Francisco Public Library Commission supports the San Francisco Public Library's administrative policies that champion the confidentiality of user records and agree with the Library's regular practice of purging user files and circulation records; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission supports the City Librarian's instructions to library staff as a result of recent development s to refer any requests from law enforcement agencies to the City Librarian's Office; and be it

FURTHER RESOLVED that the San Francisco Public Library Commission encourages the City Librarian to take steps to strengthen the Library's circulation and electronic systems and processes to further protect user privacy, and to request additional funds be budgeted if needed for such purposes; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission joins with the San Francisco Board of Supervisors and San Francisco's citizens to prevent breaches of user privacy and the disruption of library users First and Fourth Amendment rights; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission encourages the San Francisco Public Library to take an active role in clarifying these issues and educating all parties in the interest of the right to know, the right to access, and the freedom to read; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission opposes the USA Patriot Act and supports the San Francisco Board of Supervisors efforts to address the broad scope of civil rights violations engendered by certain provisions of the USA Patriot Act.

Proposed - February 4, 2002

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/03

DRAFT

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT
MAR - 3 2003
SAN FRANCISCO
PUBLIC LIBRARY

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, February 4, 2003

The San Francisco Public Library Commission held its regular meeting on Tuesday, February 4, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:06PM.

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

The following members were noted present: Commissioners Bautista, Chin, Coulter, Higueras, and Steiman. Commissioners Streets and Strobin were excused attendance.

## AGENDA ITEM #1 APPROVAL OF THE JANUARY 7, 2003 MINUTES

## Public comment on AGENDA ITEM #1 APPROVAL OF THE JANUARY 7, 2003 MINUTES

Anonymous member of the public called attention to problems with the recordings of this meeting and cited two examples where the Minutes were abbreviated and/or eviscerated of meaning. Mr. Ed Regan reported that his comments were accurately reflected in the Minutes.

## Commission discussion of AGENDA ITEM #1 APPROVAL OF THE JANUARY 7, 2003 MINUTES

Commissioner Coulter called attention to a missing article in the report on public comment on the Minutes.

MOTION: by Commissioner Chin, seconded Commissioner Bautista by for approval of the Minutes of January 7, 2003.

ACTION: AYE 5-0 (Chin, Coulter, Higueras, and Steiman)

## AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Deputy City Librarian Paul Underwood presented the City Librarian's Report in place of City Librarian Susan Hildreth who was participating in the Board of Supervisor's meeting, (copy attached).

## Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public noted that the reason the City Librarian was attending the Board of Supervisors meeting was because matters related to the new Glen Park Branch Library were being addressed. This individual additionally noted that the announced meeting of the Library's Strategic Planning group, by its nature as a passive meeting body, is open to the public.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

President Higueras noted that there were many exciting programs, exhibits and activities at the Library and commended staff for their hard work.

AGENDA ITEM #3 EMPLOYMENT STATUS OF PAGES

Deputy City Librarian Paul Underwood gave a detailed presentation to the Commissioners concerning the employment status of Library Pages resulting from Department of Human Resources action to enforce City Charter provisions limiting the number of hours allowed to be worked by city employees (Pages) classified as "temporary". This he noted would effectively deny opportunity for pages to achieve the minimum number of hours worked in a year needed to qualify to receive employee benefits. Mr. Underwood reiterated that the Library was working cooperatively with the Union and the Department of Human Resources and doing everything that it could to find ways to resolve this problem and in particular to preserve the benefits previously granted to some Pages. The Deputy City Librarian then described a proposed three step effort to resolve the problem by the creation of a fully benefited category of Pages, creation of a Page category, and a new Bookshelver classification with duties limited to handling materials, and temporary.

Library Human Resources Director Donna Marion began her presentation noting that the Commission's authority in this matter was limited to its authority to budget and then outlined the City Charter language found in Section 10.104, category 16 as it applied to the Library's 3602 page classification. Ms. Marion reported that by Charter these kinds of positions citywide were supposed to be capped at no more than 1040 hours per year. Ms. Marion then discussed how improved weekly computer oversight of how City Departments expended budgeted funds by position by Human Resources had resulted in the enforcement memo no longer permitting exceeding this cap, a longstanding practice. Ms. Marion reported on meeting with the Library's union and the four meetings held to discuss the issue with Pages and noted report of these discussions were available on StaffNet. The Library's Director of Human Resources called attention to the strong commitment and very active involvement of the City Librarian to find a workable solution and outlined to steps involved in a civil service resolution of the matter. Ms. Marion noted the Director of the Department of Human Resources had promised to work with the Library in finding a solution.

In view of a large number of likely public comments President Higueras limited each comment to 2 minutes on this item.

Public comment on AGENDA ITEM #3 EMPLOYMENT STATUS OF PAGES

An anonymous member of the public said that he had prepared a 3-minute comment and would therefore reserve his remarks. Mr. Ed Regan noting that this was a beginning job for many young people and that while the position could be called temporary some should be hired permanently. SEIU Local 790, Representative Timothy West commented that the

Library had had Pages receiving benefits since as far back as 1932 Mr. West additionally observed that 90 to100 pages hired before July 1, 2002 needed hours exceeding the 1040 limit to access benefits and additional pages should have their needs for benefits addressed. Ms. Catherine Bernard, a Library for the Blind Page, spoke again in support of the Union's position noting that she liked her job and was proud of her work. Ms. Bernard noted that the Charter provisions in question did not address the issue that Pages were not seasonal workers nor did it reflect current concerns with employment of the disabled, policies against sexual harassment, or, the encouragement of employment of single parents. Ms. Judy Beck, a West Portal Branch Page, spoke for other Pages unable to attend noting that an injustice to some effects all and that Pages were not temporary but vital to the functioning of libraries. She noted that Pages are year round workers who perform many duties and that they were not just kids but workers needing benefits. Ackerman Jones, SEIU Chapter leader, commented that Pages were vital, necessary, and deserving of benefits. Mr. Jones noted that he had begun as a Page 22 years ago and that steps should be taken to make permanent the 3602 class. Mr. Wayne Doyle, husband of a Page, called the City Charter language archaic, noting that Pages had had benefits for 20 years and were not just college interns. He remarked most Pages were not students and that their classification should be rewritten to treat them as normal City employees receiving benefits. Mr. Doyle suggested that San Francisco should set an example. Ms. Carol Raymond, an Ortega Branch Page for four years pointed out that she had had to use vacation, had worked steady regular hours, and that this sudden loss of hours and benefits was a serious problem. Reese, a Main Library Page, noted that the timesheets had been computerized for a long time and that he had been asked to accept a 20-hour position so that he would be able to get benefits. He suggested that the Library had been aware of this situation and was only now considering a three-tier system to placate DHR. Ms. Missy Bradford, an Ocean View Page found the proposed treatment of Pages wrong, noting that in small branches Pages frequently did all of the jobs and that they needed sick and vacation pay. Mr. David Hill, a Presidio Page since 1999 commented that he was not temporary or seasonal and had always worked a regular schedule. Mr. Hill noted that he loved his job and had great co-workers and that Pages should be getting benefits. Ms. Cathy Bremer, Librarian's Guild Steward, observed that the 300 Pages were vital to the Library, that the Library was not suffering from a budget shortfall or faced with layoffs, and that the Library should resist DHR rules as it had since 1932. Ms. Bremer remarked that Pages were essential workers and that denying them benefits sent the wrong message. Mr. Peter Warfield reiterated previous remarks in support of Pages having good working conditions and noted that Pages provided important services to users. Mr. Warfield urged the Commission to make every effort to support the Pages. Ms. Shelly Roushman, a Richmond Page for two years working in the Children's Room noted that she helped the librarians with every program and task, that she enjoyed her job working with the public, and that it was skilled work. Joshua, a newly rehired Main Library Page, now without benefits, observed that these plans said something about the City's commitment to public service, that this issue had been a longstanding problem, that the Shelver Class was not wanted, and that all Pages should get benefits.

*The number of members of the public who spoke anonymously at this meeting. 1*

## Commissioner discussion of AGENDA ITEM #3 EMPLOYMENT STATUS OF PAGES

President Higueras thanked everyone for coming to inform the Commissioners and noted that the Commissioners valued the contributions of Library Pages. President Higueras pointed out that this was a City imposed requirement that did not square with how the Library had treated the Pages and therefore left few easy answers. Deputy City Librarian Paul Underwood make it clear that it was Library Administration's goal to preserve the benefits of those Pages receiving them and that a great difficulty lay with the Department of Human Resources' (DHR) frequent shifts of position regarding what they would allow. Mr. Underwood pointed out that a tiered system for pages already existed in fact and that the current problem was created by the shifts in the City's policy on these positions. In response to questions by Commissioner Bautista, Mr. Underwood noted that the Library wanted to continue paying these benefits but that DHR was not allowing it. The Deputy City Librarian further explained not all Pages have benefits or even the same levels of benefits citing 76 of 294 Pages with benefits and another 188 with vacation and sick leave were affected. Attention was called to a DHR Memo of June 2002 indicating strict citywide enforcement of the City Charter requirement and monitoring of Department expenditures so that the 1040 maximum annual hours could not be exceeded even if a part-time worker went from one City Department to another. It was noted that there were no funds budgeted to provide additional benefits for Pages not already receiving them and that the Page classification had only a 2-step salary scale with additional increases only through COLAs. In response to a question by Commissioner Chin, Mr. Underwood noted that reclassification was a possibility but that the negotiations with DHR had not achieved an answer yet. Commissioner Coulter observed that this was a difficult problem with citywide implications, noting that Pages were very important to the Library. Ms. Hildreth pointed out that the Library's situation in this matter was sufficiently unique that a change in the type of appointment with cooperation from DHR, the Mayor, and the Controller and Health Services might be possible. Tim West responding to the Commissioners' discussion commented that there were 1500 people in these classifications citywide but that the Library's situation was different. Mr. West remarked that the Pages did not want to lose benefits and hours and that the Union would continue to appeal the Page's designation as "temporary" to the Civil Service Commission.

In response to calls by members of the public for additional public comment, Deputy City Attorney Catharine Barnes reported that as public comment had been taken and closed for this item those wishing to make additional comments on this topic would have to wait until the Labor Union Report or general Public Comment

## AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

Deputy City Librarian Paul Underwood presented a brief summary report (copy attached) and status update on POE (Post Occupancy Evaluation) Report projects focusing in particular on efforts to address Main Library signage concerns. Mr. Underwood noted that after extensive staff evaluation and work by signage consultants it was the staff's recommendation that an additional $100,000 for a total of $450,000 be authorized to cover increased costs to fund fabrication and installation of the new signage as well as needed lighting.

Public comment on AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

An anonymous member of the public noted that the explanatory document had not been listed on the agenda and questioned shifting of funds earmarked for a apparently now eliminated 2nd Floor Bridge to this project. This person additionally found that $500,000 was a large amount for signage and wondered why it was being funded by the Library Preservation Fund instead of the Library Improvement Fund. Mr. Peter Warfield complained about the unavailability of explanatory documents and found the signage proposal expensive. Mr. Warfield questioned exactly how the proposed funding would be spent and asked if there was a contract.

Commission discussion of AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

Vice President Steiman pointed out that all of these matters, in particular the signage issues, had been extensively discussed at previous meetings. She observed that it would not be fully known if the new signage worked as intended until it had been put up and suggested inclusion of contract language that would allow for modification if elements did not work as planned. Chief of the Main Library Kathy Lawhun noted that there was no fabrication contract as yet but that a clause could be included to address changes if found to be needed. President Higueras commented that this was difficult to do within most contracts and suggested that staff phase in the projects so as to allow flexibility. President Higueras recommended that significant prominent locations be done with follow up checking as each segment is completed. Then Ms. Lawhun reported that the program schedule was still being worked out. Ms. Lawhun additionally noted that the proposed Signage Program had been presented to the Council for Neighborhood Libraries, a knowledgeable group of library users, and been found to be a great improvement. In response to questions by Vice President Steiman, Ms. Lawhun reported that $68, 000 would be paid to the consultant, that $214,000 was for fabrication, and $379,000 for demolition, lighting, and sign installation. Ms. Lawhun noted a $26,000 contingency reserve for the project. The Chief of the Main Library then outline d the RFP and contract issuance process, and clarified that ADA (Americans with Disabilities Act) concerns had been addressed. Commissioner Coulter recalled that the root of this problem resulted from the original signage fabricator of the Main Library bankrupting just prior to its opening and that as a result staff with little time and resources to do the job properly had thrown signage together.

MOTION: by Commissioner Coulter, 2nd by Commissioner Bautista for approval of the proposed reallocation of funds for Main Library signage.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #5 REVISED 2003 COMMISSION MEETING SCHEDULE

The Commission Secretary presented a brief overview of why changes in the regular meeting day of the Board of Supervisors from Monday to Tuesday suggested that the Library

Commission move its regular meeting day from the first Tuesday of each month to the first Thursday. This he pointed out would reduce the likelihood that Library staff would have conflicts between a need to address issues before the Board of Supervisors at the same time a Library Commission meeting was scheduled. The Commissioner Secretary called the Commission's attention to a proposed-revised 2003 meeting schedule (copy attached) setting out the new meeting dates. The Commission Secretary recommended that the change in meeting day not go into effect until May to allow sufficient time for everyone concerned to be made aware of the change.

## Public comment on AGENDA ITEM #5 REVISED COMMISSION MEETING SCHEDULE

An anonymous member of the public while finding the presentation confusing saw some advantage to the proposed change in schedule, finding it probably better that the meetings not be in conflict. Mr. Ed Regan while generally opposed to changes found them justified in this case. Mr. Peter Warfield while generally supportive queried if such a change should be made without all of the Commissioners being present. Mr. Warfield also recommended moving the start time for meetings back to 5:30. Ms. Elaine Tanzman recommended a later start time for meetings to allow those who worked to attend.

## Commission action on AGENDA ITEM #5 REVISED COMMISSION MEETING SCHEDULE

Commission Bautista had no problem with the proposed change in meeting day. Commissioner Coulter noted that while first Tuesday Commission meetings had been traditional, staff concerns with having scheduling conflicts with attendance at the Board of Supervisors made sense for the change. The City Librarian reported that staff had proposed this change in order to avoid such future scheduling conflicts. Vice President Steiman found the change reasonable and affirmed support for maintaining the 4PM start time. Deputy City Attorney Catharine Barnes pointed out that question of meeting start time was not on the agenda for discussion/action and so could not be addressed in any event.

MOTION: by Commissioner Bautista, 2$^{nd}$ by Commissioner Chin for approval of the proposed revised 2003 Meeting Schedule changing regular Library Commission meetings to the first and third Thursdays of each month beginning in may 2003.

ACTION: AYE 5-0 **(Bautista, Chin, Coulter, Higueras, and Steiman)**

## AGENDA ITEM # 6 REVISION OF THE HOLIDAY CLOSURE POLICY

Deputy City Librarian Paul Underwood briefed the Commissioners on the reasoning behind the proposed revision of the Library's Holiday Closure Policy ending the systemwide closure on Easter. Mr. Underwood reported that the traditional observance of this religious holiday was no longer in keeping with the wishes of library staff, that this holiday closure alone was not among the City's recognized holidays, and noted that the closure sometimes forced staff to use vacation hours they would prefer to take at another time. Additionally, library users had also requested that the libraries remain open on that day.

## Public comment on AGENDA ITEM # 6 REVISION OF THE HOLIDAY CLOSURE POLICY

Mr. Ed Regan found that this change provided an opportunity for more public services hours and so met with his approval. An anonymous member of the public found favorable the addition of more hours, and noted that fewer Christians resulted in less interest in honoring the holiday. Mr. Peter Warfield spoke in favor of additional open hours but questioned why only the Easter holiday closure was being considered instead of others as well.

## Commission discussion of AGENDA ITEM # 6 REVISION OF THE HOLIDAY CLOSURE POLICY

In response to questions by Vice President Steiman, the Deputy City Librarian clarified that staff who wished to honor the religious holiday would be accommodated as were other staff wishing to observe other such holidays.

MOTION: by Commissioner Chin, 2nd by Commissioner Steiman for approval of the proposed revised Holiday Closure Policy to end the systemwide closure on Easter beginning in 2004.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

## AGENDA ITEM #7 USA PATRIOT ACT RESOLUTION

City Librarian Susan Hildreth reported to the Commissioners concerning the controversy about the USA Patriot Act and the recent adoption by the Board of Supervisors of a resolution in opposition to the USA Patriot Act. Ms. Hildreth additionally noted that the American Library Association (ALA) had adopted a similar resolution at its recent Mid-Winter conference reflecting the deep concerns and misgivings in the library profession about the negative impact of the USA Patriot Act's provisions on user privacy and intellectual freedom. The City Librarian observed that, while everyone agreed that terrorism must be combated, those goals could be achieved without sacrificing civil liberties, library users' right to privacy, and intellectual freedom that the Patriot Act seemed to sanction. Ms. Hildreth noted that approval of the proposed resolution would express solidarity with the Oakland Public Library that had adopted a similar resolution as well as with the ALA, and the Board of Supervisors in support of library users' right to privacy and pursuit of intellectual freedom. The City Librarian reported that this resolution reflected the Library staff's desire to go on the record with their concerns about this law. Ms, Hildreth reported that there had been thus far no requests for information by government agencies made to the Library under provisions of this law

## Public comment on AGENDA ITEM #7 USA PATRIOT ACT RESOLUTION

Mr. Peter Warfield expressed agreement with the intent of this resolution but was concerned that the Library's use of time out software created a use record tied to library cards that might pose a potential threat to privacy of users. An anonymous member of the public commented in support of the resolution, finding this a serious topic, and noting that in this matter the Library was defending the rule of law and respect for everyone. This person found this resolution preserving libraries traditions and wondering how long they might last without any rights. This individual suggested that this had nothing to do with being against terrorism and much to do with affirming commitment to freedom. Mr. Ed Regan noted that he did not know much about this law but from what was said he supported the proposed resolution.

## Commission discussion of AGENDA ITEM #7 USA PATRIOT ACT RESOLUTION

In response to comments by Commissioner Coulter and Vice President Steiman the proposed resolution was modified to clarify that the Library Commission was addressing its opposition to those specific sections of the Patriot Act that impacted library users' rights.

MOTION: by Commissioner, 2nd by Commissioner for approval of the proposed resolution in accordance with American Library Association and Board of Supervisors resolutions expressing the concern with and opposition to certain provisions of the USA Patriot Act.

ACTION: AYE 5-0 **(Bautista, Chin, Coulter, Higueras, and Steiman)**

President Higueras called a brief recess at 6:09PM

The meeting resumed at 6:19PM

## AGENDA ITEM #8 LIBRARY 2003/04 BUDGET UPDATE REPORT

Library Finance Director George Nichols provided an update report on the current status of the 2003/04 City and Library budgets. Mr. Nichols clarified that there would be no explanatory document for this brief report contrary to what was noted on the meeting agenda. The Library's Finance Director reported that as a result of additional increases in the City's likely budget shortfall to $350 million and declining City commercial revenues, the Mayor's Budget Office had issued new budget directions requesting that City Departments prepare and submit a new contingency plan for a 10% reduction in proposed 2003/04 budgets. Mr. Nichols reported that the new budget instruction also directed a stop to discretionary spending and for some Department's the preparation of lay-off lists. The Finance Director discussed the possible ramifications of the Mayor declaring a City State of Emergency and what that might mean for the Library Budget. Mr. Nichols reported that the Library's budget was currently within the limits funded by Prop. E (Library Preservation Fund 1994) and that no reductions in staff or programs were expected this year. Mr. Nichols then outlined issues such as: the 10% contingency reduction plan due March 15; the likelihood that there would be no salary increases next year; a baseline budget correction that would be needed to cover $182,000 in underfunding for premium pay; and the impact of a DHR memo on increased workers compensation costs. Additionally, Mr. Nichols called attention to an upcoming premium increase for employee health insurance and noted that some outcomes of the Page situation could have budgetary impact. Mr. Nichols concluded his report by observing that the next year would be difficult as the city's budget problems were tied to the even more serious State government budget shortfall. The Finance Director noted that in this very fluid situation he would be providing monthly updates so that the Commission could be aware of and ready to respond to ongoing development if necessary.

## Public comment on AGENDA ITEM #8 LIBRARY 2003/04 BUDGET UPDATE REPORT

An anonymous member of the public expressed appreciation for being informed that there was no explanatory document for this item and regret that none was available. This person criticized the Commission's approval of a 2003/04 Budget that spent down reserve funds suggesting that continuing decline in the City General Fund revenues could have serious impact on the Library. Mr. Ed Regan found Mr. Nichol's presentation excellent and suggested a break out of the entire budget displaying wages, benefits, and expenditures for books, denoting expenditures for fiction and non-fiction books.

## Commission discussion of AGENDA ITEM #8 LIBRARY 2003/04 BUDGET UPDATE REPORT

In response to questions by Commissioner Bautista, Mr. Nichols discussed the as yet hypothetical results of the various budget reduction contingency plans called for by the Mayor's Budget Office noting that it was not his expectation that they would be put into effect until the situation became quite dire. Ms. Hildreth reported that the budget picture changed day by day and agreed with Mr. Nichol's assessment that continuing General Fund reductions would likely be off set by increases in Prop. E revenues from property taxes.

## AGENDA ITEM #9 AFFINITY CENTERS UPDATE REPORT

Chief of the Main Library Kathy Lawhun introduced Librarian Doris Tseng of the Chinese Affinity Center for an update report on recent activities. Ms. Tseng began by wishing the Commissioners Happy Chinese New Year and outlined the extensive array of programs, services, and materials available in both Chinese and English for the Center's users. Ms. Tseng provided highlights of recent programming calling attention to the more than 1400 people who had participated in immigration related programs, Peking Opera programs, author readings, and bi-lingual tours and internet classes in Chinese offered by the Chinese Affinity Center. The Chinese Center Manager then described the recent China Wonders Exhibit and the upcoming Wonders of Tapei exhibit, a new display of Chinese pottery, and spoke about the many new multi-cultural users attracted to the Library by the Center's activities. Ms. Tseng reported that efforts were underway to create a homepage for the Center and a Chinese language version of the Library's home page.

Ms. Lawhun then introduced Librarian Stuart Shaw of the African American Affinity Center who presented an extensive update on that Center's programs, exhibitions, and recent activities. Mr. Shaw described the Center as a gateway collection that helped guide users to resources available. Mr. Shaw then discussed the 14 programs, author talks, lectures, the Hopes & Visions exhibit from the New York Public Library's famed Schaumburg Center, a program featuring African American Authors of the past 30 years, programs on 20th century African American writers/poets, and a video program "Unchained Memories" done to coincide with an HBO program presentation of the same name. Mr. Shaw reminded the Commissioners that February was African American History Month and called attention to a storyteller festival to be held from February 15 through 22nd in cooperation with the Library's Children's Services Department. Mr. Shaw also discussed the upcoming 6th Black Independent Film Festival and discussed planned exhibits to be held in the African American Center in the coming months.

## Public comment on AGENDA ITEM #9 AFFINITY CENTERS UPDATE REPORT

None offered

## Commission discussion of AGENDA ITEM #9 AFFINITY CENTERS UPDATE REPORT

President Higueras congratulated and commended the affinity center staff for their excellent presentations. In response to a query by Commissioner Bautista, Library Community Affairs Chief Marcia Schneider discussed the extensive support her department provided to the affinity centers to assist in publicizing their programs and activities. Ms. Schneider noted that extensive outreach was made to the ethnic and community press to maximize exposure of the centers' programming. Ms. Tseng noted that the Chinese Affinity Center was extensively covered in the Chinese language media, including the press, radio, and television. Commissioner Coulter congratulated the staff for the continuing good work of the centers, calling attention to monthly update emails he received on current affinity center activities. Commissioner Coulter suggested that efforts be continued to let previous affinity center donors know about current activities and make outreach to bring the communities into the centers. Commissioner Coulter called attention to a planned event honoring the late Dr. Arthur Coleman, a pioneering civic and community leader and a founder of the African American Affinity Center at the Library to be held on March 3rd. In response to questions by Commissioner Bautista, it was reported that center donors were recognized in publicity concerning center events and in photographs displayed in the centers. In response to questions by Commissioner Chin regarding outreach to schools and youth, Mr. Shaw and Ms. Tseng discussed their efforts to make outreach to children and youth.

President Higueras left the meeting at 6:58PM.

## AGENDA ITEM #10 COLLECTION RECOVERY PROGRAM

City Librarian Susan Hildreth presented a report (copy attached) discussing the background and reasons that staff felt that the Commission should again consider requesting that the Board of Supervisors authorize the Library to collect a fee to fund an effective collection recovery program. The City Librarian outlined in some detail the largely unsuccessful efforts which the Library had pursued to try to recover the over $600,000 in materials that were not being returned annually. Chief of the Main Library Kathy Lawhun provided details of three proposed alternatives that might be considered to address the problem. The Chief of the Main Library noted that there had been virtually no change in returns with the additional mailed notices from the Library. Ms. Lawhun outlined the key comparisons and options of using the professional recovery company Unique Management Services, having the City's Tax Collector recover delinquent accounts, and having expanded Library staff attempt to increase the rate of materials returned. Ms. Lawhun noted that of these options: Unique Management was revenue neutral with the highest proven record of getting materials returned; that the Tax collector would charge the Library an $81,000 annual fee and commit to an estimated 60% rate of return; and that increased Library staff could cost $162,000 with an estimated 50% rate of recovery.

The City Librarian noted that what the Library most wanted was a system that would get materials returned rather than one that focused on collecting money. Ms. Hildreth asked that the Commissioners review the proposed options and noted that this matter would be returned to the Commission for further consideration and possible action in March.

## Public comment on AGENDA ITEM #10 COLLECTION RECOVERY PROGRAM

An anonymous member of the public noted that there was no mention of the explanatory document on the agenda and found curious that the additional notices had had no impact as the reported missing/assumed lost category of materials had dropped from 125,000 to 86,000 in the period covered by additional notices. . This person suggested that the Board of Supervisors request for reports on recovery of materials had not received due attention. Mr. Peter Warfield complained that explanatory materials were not available, noting that this was a controversial topic about which the Library had suffered defeat at the Board of Supervisors. Mr. Warfield found the proposed collection recovery program outsourcing of librarian's work and indicated a preference for being contacted by librarians when it was necessary to recover un-returned materials. Mr. Warfield suggested that using Unique Management would lead to damaging the credit rating of those with un-returned materials.

## Commission discussion of AGENDA ITEM #10 COLLECTION RECOVERY PROGRAM

In response to a question by Commissioner Coulter, Ms. Hildreth confirmed the $600,000 loss figure and emphasized the need to act to address this serious erosion of the Library's collections. The City Librarian confirmed that Unique Management had been very successful in recovering materials for other libraries such as the Oakland Public Library, which now had a better than 65% rate of materials coming back. Commissioner Bautista noted that it seemed like a good program, remarked that librarians were not debt collectors, and that this was a reasonable first step in recovering lost materials. In answer to a question by Commission Chin, Ms. Lawhun noted that Unique Management was currently the only significant operator in the field. In response to a question by Commissioner Coulter, Ms. Lawhun confirmed that there were still some problems with recovering materials checked out by homeless users but that in the overall picture this was a very small part of the problem as they could only check out one item at a time and not receive anything else until that item was returned.

## AGENDA ITEM #11 FRIENDS & FOUNDATION REPORT

Ms. Deborah Doyle, President of the Friends & Foundation brought the commissioners up to date concerning recent activities. Ms. Doyle invited the Commissioners to participate in the March 3rd reception co-sponsored by Mayor Brown and the Library honoring the late Dr. Arthur Coleman and marking the beginning of creation of an endowment in his honor. The President of the Friends & Foundation then reminded the Commissioners to keep April 4th the date of the Annual Library Laureates Dinner, this year featuring special honors for the 3 M's, Marjorie Stern, Mary Louise Stong, and Margaret "Mig" Mayer for their decades of leadership on behalf of San Francisco's public libraries. Ms. Doyle additionally reported that the Friends & Foundation Board had approved support for the proposed Library Wall of Heroes, approving $10,000 for design and installation of the dedicatory plaques. Ms. Doyle also noted the participation in the ALA Mid-Winter conference by several library staff members had been assisted by the Friends & Foundation.

## Public comment onAGENDA ITEM #11 FRIENDS & FOUNDATION REPORT

None offered

## AGENDA ITEM #12 LABOR UNION REPORT

None offered

## AGENDA ITEM #13 NEW BUSINESS

None offered.

## AGENDA ITEM #14 PUBLIC COMMENT

An anonymous member of the public called attention to their observance of 28 years of attending Library Commission meetings, noting that this represented half of their lifetime. This person commented that this experience had demonstrated that: everything that they had though to be true was not true; and that a mechanisms exists to lie to, ridicule, and blame the victim. This individual additionally noted that such attacks on self-esteem, the promotion of which was an interesting California State policy, were attacks on self-respect. Mr. Ed Regan recommended that libraries be open from 6AM until Midnight, seven days per week, every day of the year. Ms. Deborah Doyle, Library BALIS representative, called the Commissioner' s attention to a March 1st joint workshop held at the Main Library sponsored by BALIS focussing on how to make more effective library friends groups.

## AGENDA ITEM #15 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned. .

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Steiman)

The meeting was adjourned at 7:30PM

Michael Housh, Commission Secretary 2/12/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

# Appendix A

Library Commission meeting of February 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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*The number of members of the public who spoke anonymously at this meeting. 1*

# Appendix A

Library Commission meeting of February 4, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, February 4, 2003

Item 1:

Approval of the Minutes: January 7, 2003

**"There were multiple errors with the tape of this meeting. But that reveals something beneficial which is that apparently the secretary prepares these minutes without recourse to the tape. Therefore, what appears to be haphazard attention to detail, is in fact yeoman accomplish based on first impression and memory.**

**I was not able to prepare my summaries because I did not have the tapes.**

**Here are two examples of the evisceration of these minutes.**

**On page 2, with reference to the Japanese Bell Ringing Ceremony, three specific comments are omitted including, the violation of separation of church and state, the interruption of the patrons on the premises that nothing important is happening anyway, and the bell-ringing was augmented by loudspeaker.**

**On page 8, the public comment is reduced to 'remarks concerning the Fuhrman Fund' with the entire content eviscerated."**

# Appendix A

Library Commission meeting of February 4, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 2:
City Librarian's Report

**"Ms. Hildreth is absent but there was no mention of where she is. I believe she is at a very important hearing before the Board of Supervisors on the Glen Park issue. It is a shame that her report could not have been put off so as to include that report.**

**I was grateful for the reference to literature, which is not mentioned often enough in the City Librarian's report.**

**With respect to the Strategic Committee Planning Meeting, it is a shame that we were not invited to attend. Ms. Hildreth has admitted that it is open under at least the passive meeting provisions of the Sunshine Ordinance. So we are permitted to attend whether we are welcome or not."**

# Appendix A

Library Commission meeting of February 4, 2003

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*The number of members of the public who spoke anonymously at this meeting 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 3:
Employment Status of Library Pages

**"I had comments that would take three minutes.**

**To bad that you won't have a chance to hear them."**

# Appendix A

Library Commission meeting of February 4, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 4:
Main Library Signage

**"Although it is not mentioned on the agenda, as legally required, or was mentioned by the speaker, there is an explanatory document regarding this agenda item. That document is both instructive for what it says and for what it does not say.**

**The money for signage is not at a half million dollars which seems especially large for a building that already had signage, so it is not signage from scratch.**

**This memorandum shows that there is more than one million from the Library Preservation Fund and $1.3 million unallocated in the Library Improvement Fund. This is a strange comment on your priorities.**

**What is not disclosed is how much has already been allocated from the Library Improvement Fund or how much has been allocated from the general fund.**

**So we cannot tell the proportions from the various funds or what is the priority for this money."**

# Appendix A

Library Commission meeting of February 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 5:
Revised Commission Meeting Schedule for 2003

**"There is considerable confusion and ambiguity caused by your providing multiple versions of the same document. The draft revised 2003 meeting schedule includes first Thursday meetings including March and April. But when one turns the page over the resolution shows no first Thursday meetings until May.**

**The clarification comes from the agenda itself which says that you are only discussing starting this in May.**

**This causes me a certain amount of pause. I have been coming to Tuesday meetings for so long that it has become ingrained in me.**

**I am glad to hear that you are not doing this just so I can go to Board of Supervisors meetings. It also allows for the election day without disturbing the schedule.**

**The message is that it will probably be better all around to go to Thursdays. Sentimentally, I shall miss Tuesdays."**

# Appendix A

Library Commission meeting of February 4, 2003

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 6:
Revision of the Holiday Closure Policy

**"I am not quite sure what I want to say.**

**This is a situation where we are increasing open hours for the public. Certainly a laudable thing to do.**

**The presentation from the staff seems to indicate that since there are fewer Christians now we can afford to not honor a Christian holiday. I am not sure that is germane to the point. If it were, I think I would be against it.**

**I think we should simply ignore that explanation and look at it as a chance to provide more hours for the public."**

# Appendix A

Library Commission meeting of February 4, 2003

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 7:
USA Patriot Act Resolution

**"I rise to support this resolution.**

**The City Librarian introduced it with the phrase, 'Although we are against terrorism.' The point is that we are in favor of the rule of law which by its very nature supports civil rights and adherence to respect for everyone.**

**This is contiguous to the very idea of libraries that support a language, literature, history and law which allows us certain freedoms and certain kinds of respect.**

**In this context, several hundred people are being held in Guantanamo Bay, Cuba without the protections of international law, or the rights of a prisoner of ward, not to say the US Constitution.**

**I wonder how long I would last if you stripped me naked, threw me in a cage and denied me access to a lawyer or the writ of habeas corpus. I wouldn't have any rights at all, which maybe I don't anyway."**

# Appendix A

Library Commission meeting of February 4, 2003

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, February 4, 2003

Item 8:
Library 2003/04 Budget Update

**"I am glad that someone else pointed out that there are no explanatory documents, because I was going to mention it.**

**I regret that there is no explanatory document because with one I might have been able to understand this.**

**Didn't we just last month spend down our reserve for some items that were relatively controversial? Now barely a month later we are looking at a situation where we are asked for a 10% reduction plan at the same time that we are not planning on cutting any programs.**

**I assume that the increase in the Library Preservation Fund has balanced out the decrease in general funding. But we must be looking at cuts somewhere. The question is whether those cuts could have been funded by the reserve that we just spent down?**

**I am sure I could have understood this with explanatory documents."**

# Appendix A

Library Commission meeting of February 4, 2003

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, February 4, 2003

Item 10:
Collection Recovery Program

**"There is no mention of an explanatory document on the agenda but there is an explanatory document. Apparently the relationship between the mention of explanatory documents and their existence has now reached a state of randomness so we shouldn't take it seriously.**

**The point of the requirement is so that we can inform ourselves of the materials.**

**This document is six pages full of details and the most curious detail is that we are told that the additional notices have no significant impact on recovery but the actual lost items has dropped from 125,000 to 86,000. We are told that the comparisons are invalid.**

**But don't we want to make decisions based on valid comparisons?**

**The supervisors have asked for followup reports. I hope your attempt to slip this in as part of the budget and thus avoid due consideration will be recognized for the dirty trick that it is."**

# Appendix A

Library Commission meeting of February 4, 2003

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, February 4, 2003

Item 14:
Public Comment

**"I have been coming to Library Commission meetings for twenty-eight years and I was twenty-eight when I started, so I have been coming for half my life.**

**Ms. Strobin said that she expected this would be an education. I said the same thing and I was not disappointed.**

**It was a watershed in which I found that everything I thought was true up to that point turned out to be nonsense.**

**The central mechanism that operates over and over again is that people are lied to, insulted and ridiculed. Then they are told that they must be the problem because 'we were civilized before you got here.'**

**It is a classic example of blaming the victim which is now a recognized evil.**

**There is an abundance of academic information that shows the correlations between lack of self-respect and a number of social problems. But it is people's self-respect that is attacked."**

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SAN FRANCISCO
PUBLIC LIBRARY

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*Mayor*

Charles A. Higueras
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Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, February 4, 2003
(As approved amended March 4, 2003)

The San Francisco Public Library Commission held its regular meeting on Tuesday, February 4, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:06PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter, Higueras, and Steiman. Commissioners Streets and Strobin were excused attendance.

## AGENDA ITEM #1 APPROVAL OF THE JANUARY 7, 2003 MINUTES

### Public comment on AGENDA ITEM #1 APPROVAL OF THE JANUARY 7, 2003 MINUTES

Anonymous member of the public called attention to problems with the recordings of this meeting and cited two examples where the Minutes were abbreviated and/or eviscerated of meaning. Mr. Ed Regan reported that his comments were accurately reflected in the Minutes.

### Commission discussion of AGENDA ITEM #1 APPROVAL OF THE JANUARY 7, 2003 MINUTES

Commissioner Coulter called attention to a missing article in the report on public comment on the Minutes.

MOTION: by Commissioner Chin, seconded Commissioner Bautista by for approval of the Minutes of January 7, 2003.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

## AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Deputy City Librarian Paul Underwood presented the City Librarian's Report in place of City Librarian Susan Hildreth who was participating in the Board of Supervisor's meeting, (copy attached).

### Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public noted that the reason the City Librarian was attending the Board of Supervisors meeting was because matters related to the new Glen Park Branch Library were being addressed. This individual additionally noted that the announced meeting of the Library's Strategic Planning group, by its nature as a passive meeting body, is open to the public.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

President Higueras noted that there were many exciting programs, exhibits and activities at the Library and commended staff for their hard work.

AGENDA ITEM #3 EMPLOYMENT STATUS OF PAGES

Deputy City Librarian Paul Underwood gave a detailed presentation to the Commissioners concerning the employment status of Library Pages resulting from Department of Human Resources action to enforce City Charter provisions limiting the number of hours allowed to be worked by city employees (Pages) classified as "temporary". This he noted would effectively deny opportunity for pages to achieve the minimum number of hours worked in a year needed to qualify to receive employee benefits. Mr. Underwood reiterated that the Library was working cooperatively with the Union and the Department of Human Resources and doing everything that it could to find ways to resolve this problem and in particular to preserve the benefits previously granted to some Pages. The Deputy City Librarian then described a proposed three step effort to resolve the problem by the creation of a fully benefited category of Pages, creation of a Page category, and a new Bookshelver classification with duties limited to handling materials, and temporary.

Library Human Resources Director Donna Marion began her presentation noting that the Commission's authority in this matter was limited to its authority to budget and then outlined the City Charter language found in Section 10.104, category 16 as it applied to the Library's 3602 page classification. Ms. Marion reported that by Charter these kinds of positions citywide were supposed to be capped at no more than 1040 hours per year. Ms. Marion then discussed how improved weekly computer oversight of how City Departments expended budgeted funds by position by Human Resources had resulted in the enforcement memo no longer permitting exceeding this cap, a longstanding practice. Ms. Marion reported on meeting with the Library's union and the four meetings held to discuss the issue with Pages and noted report of these discussions were available on StaffNet. The Library's Director of Human Resources called attention to the strong commitment and very active involvement of the City Librarian to find a workable solution and outlined to steps involved in a civil service resolution of the matter. Ms. Marion noted the Director of the Department of Human Resources had promised to work with the Library in finding a solution.

In view of a large number of likely public comments President Higueras limited each comment to 2 minutes on this item.

Public comment on AGENDA ITEM #3 EMPLOYMENT STATUS OF PAGES

An anonymous member of the public said that he had prepared a 3-minute comment and would therefore reserve his remarks. Mr. Ed Regan noting that this was a beginning job for many young people and that while the position could be called temporary some should be hired permanently. SEIU Local 790, Representative Timothy West commented that the

Library had had Pages receiving benefits since as far back as 1932 Mr. West additionally observed that 90 to100 pages hired before July 1, 2002 needed hours exceeding the 1040 limit to access benefits and additional pages should have their needs for benefits addressed. Ms. Catherine Bernard, a Library for the Blind Page, spoke again in support of the Union's position noting that she liked her job and was proud of her work. Ms. Bernard noted that the Charter provisions in question did not address the issue that Pages were not seasonal workers nor did it reflect current concerns with employment of the disabled, policies against sexual harassment, or, the encouragement of employment of single parents. Ms. Judy Beck, a West Portal Branch Page, spoke for other Pages unable to attend noting that an injustice to some effects all and that Pages were not temporary but vital to the functioning of libraries. She noted that Pages are year round workers who perform many duties and that they were not just kids but workers needing benefits. Ackerman Jones, SEIU Chapter leader, commented that Pages were vital, necessary, and deserving of benefits. Mr. Jones noted that he had begun as a Page 22 years ago and that steps should be taken to make permanent the 3602 class. Mr. Wayne Doyle, husband of a Page, called the City Charter language archaic, noting that Pages had had benefits for 20 years and were not just college interns. He remarked most Pages were not students and that their classification should be rewritten to treat them as normal City employees receiving benefits. Mr. Doyle suggested that San Francisco should set an example. Ms. Carol Raymond, an Ortega Branch Page for four years pointed out that she had had to use vacation, had worked steady regular hours, and that this sudden loss of hours and benefits was a serious problem. Reese, a Main Library Page, noted that the timesheets had been computerized for a long time and that he had been asked to accept a 20-hour position so that he would be able to get benefits. He suggested that the Library had been aware of this situation and was only now considering a three-tier system to placate DHR. Ms. Missy Bradford, an Ocean View Page found the proposed treatment of Pages wrong, noting that in small branches Pages frequently did all of the jobs and that they needed sick and vacation pay. Mr. David Hill, a Presidio Page since 1999 commented that he was not temporary or seasonal and had always worked a regular schedule. Mr. Hill noted that he loved his job and had great co-workers and that Pages should be getting benefits. Ms. Cathy Bremer, Librarian's Guild Steward, observed that the 300 Pages were vital to the Library, that the Library was not suffering from a budget shortfall or faced with layoffs, and that the Library should resist DHR rules as it had since 1932. Ms. Bremer remarked that Pages were essential workers and that denying them benefits sent the wrong message. Mr. Peter Warfield reiterated previous remarks in support of Pages having good working conditions and noted that Pages provided important services to users. Mr. Warfield urged the Commission to make every effort to support the Pages. Ms. Shelly Roushman, a Richmond Page for two years working in the Children's Room noted that she helped the librarians with every program and task, that she enjoyed her job working with the public, and that it was skilled work. Joshua, a newly rehired Main Library Page, now without benefits, observed that these plans said something about the City's commitment to public service, that this issue had been a longstanding problem, that the Shelver Class was not wanted, and that all Pages should get benefits.

*The number of members of the public who spoke anonymously at this meeting. 1*

## Commissioner discussion of AGENDA ITEM #3 EMPLOYMENT STATUS OF PAGES

President Higueras thanked everyone for coming to inform the Commissioners and noted that the Commissioners valued the contributions of Library Pages. President Higueras pointed out that this was a City imposed requirement that did not square with how the Library had treated the Pages and therefore left few easy answers. Deputy City Librarian Paul Underwood make it clear that it was Library Administration's goal to preserve the benefits of those Pages receiving them and that a great difficulty lay with the Department of Human Resources' (DHR) frequent shifts of position regarding what they would allow. Mr. Underwood pointed out that a tiered system for pages already existed in fact and that the current problem was created by the shifts in the City's policy on these positions. In response to questions by Commissioner Bautista, Mr. Underwood noted that the Library wanted to continue paying these benefits but that DHR was not allowing it. The Deputy City Librarian further explained not all Pages have benefits or even the same levels of benefits citing 76 of 294 Pages with benefits and another 188 with vacation and sick leave were affected. Attention was called to a DHR Memo of June 2002 indicating strict citywide enforcement of the City Charter requirement and monitoring of Department expenditures so that the 1040 maximum annual hours could not be exceeded even if a part-time worker went from one City Department to another. It was noted that there were no funds budgeted to provide additional benefits for Pages not already receiving them and that the Page classification had only a 2-step salary scale with additional increases only through COLAs. In response to a question by Commissioner Chin, Mr. Underwood noted that reclassification was a possibility but that the negotiations with DHR had not achieved an answer yet. Commissioner Coulter observed that this was a difficult problem with citywide implications, noting that Pages were very important to the Library. Ms. Hildreth pointed out that the Library's situation in this matter was sufficiently unique that a change in the type of appointment with cooperation from DHR, the Mayor, and the Controller and Health Services might be possible. Tim West responding to the Commissioners' discussion commented that there were 1500 people in these classifications citywide but that the Library's situation was different. Mr. West remarked that the Pages did not want to lose benefits and hours and that the Union would continue to appeal the Page's designation as "temporary" to the Civil Service Commission.

In response to calls by members of the public for additional public comment, Deputy City Attorney Catharine Barnes reported that as public comment had been taken and closed for this item those wishing to make additional comments on this topic would have to wait until the Labor Union Report or general Public Comment

## AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

Deputy City Librarian Paul Underwood presented a brief summary report (copy attached) and status update on POE (Post Occupancy Evaluation) Report projects focusing in particular on efforts to address Main Library signage concerns. Mr. Underwood noted that after extensive staff evaluation and work by signage consultants it was the staff's

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

recommendation that an additional $100,000 for a total of $450,000 be authorized to cover increased costs to fund fabrication and installation of the new signage as well as needed lighting.

Public comment on AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

An anonymous member of the public noted that the explanatory document had not been listed on the agenda and questioned shifting of funds earmarked for a apparently now eliminated 2nd Floor Bridge to this project. This person additionally found that $500,000 was a large amount for signage and wondered why it was being funded by the Library Preservation Fund instead of the Library Improvement Fund. Mr. Peter Warfield complained about the unavailability of explanatory documents and found the signage proposal expensive. Mr. Warfield questioned exactly how the proposed funding would be spent and asked if there was a contract.

Commission discussion of AGENDA ITEM #4 MAIN LIBRARY SIGNAGE

Vice President Steiman pointed out that all of these matters, in particular the signage issues, had been extensively discussed at previous meetings. She observed that it would not be fully known if the new signage worked as intended until it had been put up and suggested inclusion of contract language that would allow for modification if elements did not work as planned. Chief of the Main Library Kathy Lawhun noted that there was no fabrication contract as yet but that a clause could be included to address changes if found to be needed. President Higueras commented that this was difficult to do within most contracts and suggested that staff phase in the projects so as to allow flexibility. President Higueras recommended that significant prominent locations be done with follow up checking as each segment is completed. Then Ms. Lawhun reported that the program schedule was still being worked out. Ms. Lawhun additionally noted that the proposed Signage Program had been presented to the Council for Neighborhood Libraries, a knowledgeable group of library users, and been found to be a great improvement. In response to questions by Vice President Steiman, Ms. Lawhun reported that $68, 000 would be paid to the consultant, that $214,000 was for fabrication, and $379,000 for demolition, lighting, and sign installation. Ms. Lawhun noted a $26,000 contingency reserve for the project. The Chief of the Main Library then outline d the RFP and contract issuance process, and clarified that ADA (Americans with Disabilities Act) concerns had been addressed. Commissioner Coulter recalled that the root of this problem resulted from the original signage fabricator of the Main Library bankrupting just prior to its opening and that as a result staff with little time and resources to do the job properly had thrown signage together.

MOTION: by Commissioner Coulter, 2nd by Commissioner Bautista for approval of the proposed reallocation of funds for Main Library signage.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #5 REVISED 2003 COMMISSION MEETING SCHEDULE

The Commission Secretary presented a brief overview of why changes in the regular meeting day of the Board of Supervisors from Monday to Tuesday suggested that the Library

Commission move its regular meeting day from the first Tuesday of each month to the first Thursday. This he pointed out would reduce the likelihood that Library staff would have conflicts between a need to address issues before the Board of Supervisors at the same time a Library Commission meeting was scheduled. The Commissioner Secretary called the Commission's attention to a proposed-revised 2003 meeting schedule (copy attached) setting out the new meeting dates. The Commission Secretary recommended that the change in meeting day not go into effect until May to allow sufficient time for everyone concerned to be made aware of the change.

## Public comment on AGENDA ITEM #5 REVISED COMMISSION MEETING SCHEDULE

An anonymous member of the public while finding the presentation confusing saw some advantage to the proposed change in schedule, finding it probably better that the meetings not be in conflict. Mr. Ed Regan while generally opposed to changes found them justified in this case. Mr. Peter Warfield while generally supportive queried if such a change should be made without all of the Commissioners being present. Mr. Warfield also recommended moving the start time for meetings back to 5:30. Ms. Elaine Tanzman recommended a later start time for meetings to allow those who worked to attend.

## Commission action on AGENDA ITEM #5 REVISED COMMISSION MEETING SCHEDULE

Commission Bautista had no problem with the proposed change in meeting day. Commissioner Coulter noted that while first Tuesday Commission meetings had been traditional, staff concerns with having scheduling conflicts with attendance at the Board of Supervisors made sense for the change. The City Librarian reported that staff had proposed this change in order to avoid such future scheduling conflicts. Vice President Steiman found the change reasonable and affirmed support for maintaining the 4PM start time. Deputy City Attorney Catharine Barnes pointed out that question of meeting start time was not on the agenda for discussion/action and so could not be addressed in any event.

MOTION: by Commissioner Bautista, 2nd by Commissioner Chin for approval of the proposed revised 2003 Meeting Schedule changing regular Library Commission meetings to the first and third Thursdays of each month beginning in may 2003.

ACTION: AYE 5-0 **(Bautista, Chin, Coulter, Higueras, and Steiman)**

## AGENDA ITEM # 6 REVISION OF THE HOLIDAY CLOSURE POLICY

Deputy City Librarian Paul Underwood briefed the Commissioners on the reasoning behind the proposed revision of the Library's Holiday Closure Policy ending the systemwide closure on Easter. Mr. Underwood reported that the traditional observance of this religious holiday was no longer in keeping with the wishes of library staff, that this holiday closure alone was not among the City's recognized holidays, and noted that the closure sometimes forced staff to use vacation hours they would prefer to take at another time. Additionally, library users had also requested that the libraries remain open on that day.

Public comment on AGENDA ITEM # 6 REVISION OF THE HOLIDAY CLOSURE POLICY

Mr. Ed Regan found that this change provided an opportunity for more public services hours and so met with his approval. An anonymous member of the public found favorable the addition of more hours, and but expressed concern that if the change was based on a rationale fewer Christians resulted in less interest in honoring the holiday this person was less favorably inclined to the change. Mr. Peter Warfield spoke in favor of additional open hours but questioned why only the Easter holiday closure was being considered instead of others as well.

Commission discussion of AGENDA ITEM # 6 REVISION OF THE HOLIDAY CLOSURE POLICY

In response to questions by Vice President Steiman, the Deputy City Librarian clarified that staff who wished to honor the religious holiday would be accommodated as were other staff wishing to observe other such holidays.

MOTION: by Commissioner Chin, 2nd by Commissioner Steiman for approval of the proposed revised Holiday Closure Policy to end the systemwide closure on Easter beginning in 2004.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #7 USA PATRIOT ACT RESOLUTION

City Librarian Susan Hildreth reported to the Commissioners concerning the controversy about the USA Patriot Act and the recent adoption by the Board of Supervisors of a resolution in opposition to the USA Patriot Act. Ms. Hildreth additionally noted that the American Library Association (ALA) had adopted a similar resolution at its recent Mid-Winter conference reflecting the deep concerns and misgivings in the library profession about the negative impact of the USA Patriot Act's provisions on user privacy and intellectual freedom. The City Librarian observed that, while everyone agreed that terrorism must be combated, those goals could be achieved without sacrificing civil liberties, library users' right to privacy, and intellectual freedom that the Patriot Act seemed to sanction. Ms. Hildreth noted that approval of the proposed resolution would express solidarity with the Oakland Public Library that had adopted a similar resolution as well as with the ALA, and the Board of Supervisors in support of library users' right to privacy and pursuit of intellectual freedom. The City Librarian reported that this resolution reflected the Library staff's desire to go on the record with their concerns about this law. Ms, Hildreth reported that there had been thus far no requests for information by government agencies made to the Library under provisions of this law

Public comment on AGENDA ITEM #7 USA PATRIOT ACT RESOLUTION

Mr. Peter Warfield expressed agreement with the intent of this resolution but was concerned that the Library's use of time out software created a use record tied to library cards that might pose a potential threat to privacy of users. An anonymous member of the public commented in support of the resolution, finding this a serious topic. and noting that in this matter the Library was defending the rule of law and respect for everyone. This person found this resolution preserving libraries traditions and wondering how long they might last without any rights. This individual suggested that this had nothing to do with being against terrorism and much to do with affirming commitment to freedom. Mr. Ed Regan noted that he did not know much about this law but from what was said he supported the proposed resolution.

## Commission discussion of AGENDA ITEM #7 USA PATRIOT ACT RESOLUTION

In response to comments by Commissioner Coulter and Vice President Steiman the proposed resolution was modified to clarify that the Library Commission was addressing its opposition to those specific sections of the Patriot Act that impacted library users' rights.

MOTION: by Commissioner Coulter, 2nd by Commissioner Steiman for approval of the proposed resolution in accordance with American Library Association and Board of Supervisors resolutions expressing the concern with and opposition to certain provisions of the USA Patriot Act.

ACTION: AYE 5-0 **(Bautista, Chin, Coulter, Higueras, and Steiman)**

President Higueras called a brief recess at 6:09PM

The meeting resumed at 6:19PM

## AGENDA ITEM #8 LIBRARY 2003/04 BUDGET UPDATE REPORT

Library Finance Director George Nichols provided an update report on the current status of the 2003/04 City and Library budgets. Mr. Nichols clarified that there would be no explanatory document for this brief report contrary to what was noted on the meeting agenda. The Library's Finance Director reported that as a result of additional increases in the City's likely budget shortfall to $350 million and declining City commercial revenues, the Mayor's Budget Office had issued new budget directions requesting that City Departments prepare and submit a new contingency plan for a 10% reduction in proposed 2003/04 budgets. Mr. Nichols reported that the new budget instruction also directed a stop to discretionary spending and for some Department's the preparation of lay-off lists. The Finance Director discussed the possible ramifications of the Mayor declaring a City State of Emergency and what that might mean for the Library Budget. Mr. Nichols reported that the Library's budget was currently within the limits funded by Prop. E (Library Preservation Fund 1994) and that no reductions in staff or programs were expected this year. Mr. Nichols then outlined issues such as: the 10% contingency reduction plan due March 15; the likelihood that there would be no salary increases next year; a baseline budget correction that would be needed to cover $182,000 in underfunding for premium pay; and the impact of a DHR memo on increased workers compensation costs. Additionally, Mr. Nichols called attention to an upcoming premium increase for employee health insurance and noted that some outcomes of the Page situation could have budgetary impact. Mr. Nichols concluded his report by observing that the next year would be difficult as the city's budget problems were tied to the even more serious State government budget shortfall. The Finance Director noted that in this very fluid situation he would be providing monthly updates so that the Commission could be aware of and ready to respond to ongoing development if necessary.

## Public comment on AGENDA ITEM #8 LIBRARY 2003/04 BUDGET UPDATE REPORT

An anonymous member of the public expressed appreciation for being informed that there was no explanatory document for this item and regret that none was available. This person criticized the Commission's approval of a 2003/04 Budget that spent down reserve funds suggesting that continuing decline in the City General Fund revenues could have serious impact on the Library. Mr. Ed Regan found Mr. Nichol's presentation excellent and suggested a break out of the entire budget displaying wages, benefits, and expenditures for books, denoting expenditures for fiction and non-fiction books.

## Commission discussion of AGENDA ITEM #8 LIBRARY 2003/04 BUDGET UPDATE REPORT

In response to questions by Commissioner Bautista, Mr. Nichols discussed the as yet hypothetical results of the various budget reduction contingency plans called for by the Mayor's Budget Office noting that it was not his expectation that they would be put into effect until the situation became quite dire. Ms. Hildreth reported that the budget picture changed day by day and agreed with Mr. Nichol's assessment that continuing General Fund reductions would likely be off set by increases in Prop. E revenues from property taxes.

## AGENDA ITEM #9 AFFINITY CENTERS UPDATE REPORT

Chief of the Main Library Kathy Lawhun introduced Librarian Doris Tseng of the Chinese Affinity Center for an update report on recent activities. Ms. Tseng began by wishing the Commissioners Happy Chinese New Year and outlined the extensive array of programs, services, and materials available in both Chinese and English for the Center's users. Ms. Tseng provided highlights of recent programming calling attention to the more than 1400 people who had participated in immigration related programs, Peking Opera programs, author readings, and bi-lingual tours and internet classes in Chinese offered by the Chinese Affinity Center. The Chinese Center Manager then described the recent China Wonders Exhibit and the upcoming Wonders of Tapei exhibit, a new display of Chinese pottery, and spoke about the many new multi-cultural users attracted to the Library by the Center's activities. Ms. Tseng reported that efforts were underway to create a homepage for the Center and a Chinese language version of the Library's home page.

Ms. Lawhun then introduced Librarian Stuart Shaw of the African American Affinity Center who presented an extensive update on that Center's programs, exhibitions, and recent activities. Mr. Shaw described the Center as a gateway collection that helped guide users to resources available. Mr. Shaw then discussed the 14 programs, author talks, lectures, the Hopes & Visions exhibit from the New York Public Library's famed Schaumburg Center, a program featuring African American Authors of the past 30 years, programs on 20th century African American writers/poets, and a video program "Unchained Memories" done to coincide with an HBO program presentation of the same name. Mr. Shaw reminded the Commissioners that February was African American History Month and called attention to a storyteller festival to be held from February 15 through 22nd in cooperation with the Library's Children's Services Department. Mr. Shaw also discussed the upcoming 6th Black Independent Film Festival and discussed planned exhibits to be held in the African American Center in the coming months.

## Public comment on AGENDA ITEM #9 AFFINITY CENTERS UPDATE REPORT

None offered

## Commission discussion of AGENDA ITEM #9 AFFINITY CENTERS UPDATE REPORT

President Higueras congratulated and commended the affinity center staff for their excellent presentations. In response to a query by Commissioner Bautista, Library Community Affairs Chief Marcia Schneider discussed the extensive support her department provided to the affinity centers to assist in publicizing their programs and activities. Ms. Schneider noted that extensive outreach was made to the ethnic and community press to maximize exposure of the centers' programming. Ms. Tseng noted that the Chinese Affinity Center was extensively covered in the Chinese language media, including the press, radio, and television. Commissioner Coulter congratulated the staff for the continuing good work of the centers, calling attention to monthly update emails he received on current affinity center activities. Commissioner Coulter suggested that efforts be continued to let previous affinity center donors know about current activities and make outreach to bring the communities into the centers. Commissioner Coulter called attention to a planned event honoring the late Dr. Arthur Coleman, a pioneering civic and community leader and a founder of the African American Affinity Center at the Library to be held on March 3rd. In response to questions by Commissioner Bautista, it was reported that center donors were recognized in publicity concerning center events and in photographs displayed in the centers. In response to questions by Commissioner Chin regarding outreach to schools and youth, Mr. Shaw and Ms. Tseng discussed their efforts to make outreach to children and youth.

President Higueras left the meeting at 6:58PM.

## AGENDA ITEM #10 COLLECTION RECOVERY PROGRAM

City Librarian Susan Hildreth presented a report (copy attached) discussing the background and reasons that staff felt that the Commission should again consider requesting that the Board of Supervisors authorize the Library to collect a fee to fund an effective collection recovery program. The City Librarian outlined in some detail the largely unsuccessful efforts which the Library had pursued to try to recover the over $600,000 in materials that were not being returned annually. Chief of the Main Library Kathy Lawhun provided details of three proposed alternatives that might be considered to address the problem. The Chief of the Main Library noted that there had been virtually no change in returns with the additional mailed notices from the Library. Ms. Lawhun outlined the key comparisons and options of using the professional recovery company Unique Management Services, having the City's Tax Collector recover delinquent accounts, and having expanded Library staff attempt to increase the rate of materials returned. Ms. Lawhun noted that of these options: Unique Management was revenue neutral with the highest proven record of getting materials returned; that the Tax collector would charge the Library an $81,000 annual fee and commit to an estimated 60% rate of return; and that increased Library staff could cost $162,000 with an estimated 50% rate of recovery.

The City Librarian noted that what the Library most wanted was a system that would get materials returned rather than one that focused on collecting money. Ms. Hildreth asked that the Commissioners review the proposed options and noted that this matter would be returned to the Commission for further consideration and possible action in March.

## Public comment on AGENDA ITEM #10 COLLECTION RECOVERY PROGRAM

An anonymous member of the public noted that there was no mention of the explanatory document on the agenda and found curious that the additional notices had had no impact as the reported missing/assumed lost category of materials had dropped from 125,000 to 86,000 in the period covered by additional notices. . This person suggested that the Board of Supervisors request for reports on recovery of materials had not received due attention. Mr. Peter Warfield complained that explanatory materials were not available, noting that this was a controversial topic about which the Library had suffered defeat at the Board of Supervisors. Mr. Warfield found the proposed collection recovery program outsourcing of librarian's work and indicated a preference for being contacted by librarians when it was necessary to recover un-returned materials. Mr. Warfield suggested that using Unique Management would lead to damaging the credit rating of those with un-returned materials.

## Commission discussion of AGENDA ITEM #10 COLLECTION RECOVERY PROGRAM

In response to a question by Commissioner Coulter, Ms. Hildreth confirmed the $600,000 loss figure and emphasized the need to act to address this serious erosion of the Library's collections. The City Librarian confirmed that Unique Management had been very successful in recovering materials for other libraries such as the Oakland Public Library, which now had a better than 65% rate of materials coming back. Commissioner Bautista noted that it seemed like a good program, remarked that librarians were not debt collectors, and that this was a reasonable first step in recovering lost materials. In answer to a question by Commission Chin, Ms. Lawhun noted that Unique Management was currently the only significant operator in the field. In response to a question by Commissioner Coulter, Ms. Lawhun confirmed that there were still some problems with recovering materials checked out by homeless users but that in the overall picture this was a very small part of the problem as they could only check out one item at a time and not receive anything else until that item was returned.

## AGENDA ITEM #11 FRIENDS & FOUNDATION REPORT

Ms. Deborah Doyle, President of the Friends & Foundation brought the commissioners up to date concerning recent activities. Ms. Doyle invited the Commissioners to participate in the March 3rd reception co-sponsored by Mayor Brown and the Library honoring the late Dr. Arthur Coleman and marking the beginning of creation of an endowment in his honor. The President of the Friends & Foundation then reminded the Commissioners to keep April 4th the date of the Annual Library Laureates Dinner, this year featuring special honors for the 3 M's, Marjorie Stern, Mary Louise Stong, and Margaret "Mig" Mayer for their decades of leadership on behalf of San Francisco's public libraries. Ms. Doyle additionally reported that the Friends & Foundation Board had approved support for the proposed Library Wall of Heroes, approving $10,000 for design and installation of the dedicatory plaques. Ms. Doyle also noted the participation in the ALA Mid-Winter conference by several library staff members had been assisted by the Friends & Foundation.

## Public comment onAGENDA ITEM #11 FRIENDS & FOUNDATION REPORT

None offered

## AGENDA ITEM #12 LABOR UNION REPORT

None offered

## AGENDA ITEM #13 NEW BUSINESS

None offered.

## AGENDA ITEM #14 PUBLIC COMMENT

An anonymous member of the public called attention to their observance of 28 years of attending Library Commission meetings, noting that this represented half of their lifetime. This person commented that this experience had demonstrated that: everything that they had though to be true was not true; and that a mechanisms exists to lie to, ridicule, and blame the victim. This individual additionally noted that such attacks on self-esteem, the promotion of which was an interesting California State policy, were attacks on self-respect. Mr. Ed Regan recommended that libraries be open from 6AM until Midnight, seven days per week, every day of the year. Ms. Deborah Doyle, Library BALIS representative, called the Commissioner' s attention to a March 1st joint workshop held at the Main Library sponsored by BALIS focussing on how to make more effective library friends groups.

## AGENDA ITEM #15 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned. .

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Steiman)

The meeting was adjourned at 7:30PM

Michael Housh, Commission Secretary 3/5/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

# Appendix A

Library Commission meeting of February 4, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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*The number of members of the public who spoke anonymously at this meeting. 1*

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 1:
Approval of the Minutes: January 7, 2003

**"There were multiple errors with the tape of this meeting. But that reveals something beneficial which is that apparently the secretary prepares these minutes without recourse to the tape. Therefore, what appears to be haphazard attention to detail, is in fact yeoman accomplish based on first impression and memory.**

**I was not able to prepare my summaries because I did not have the tapes.**

**Here are two examples of the evisceration of these minutes.**

**On page 2, with reference to the Japanese Bell Ringing Ceremony, three specific comments are omitted including, the violation of separation of church and state, the interruption of the patrons on the premises that nothing important is happening anyway, and the bell-ringing was augmented by loudspeaker.**

**On page 8, the public comment is reduced to 'remarks concerning the Fuhrman Fund' with the entire content eviscerated."**

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, February 4, 2003

Item 2:
City Librarian's Report

**"Ms. Hildreth is absent but there was no mention of where she is. I believe she is at a very important hearing before the Board of Supervisors on the Glen Park issue. It is a shame that her report could not have been put off so as to include that report.**

**I was grateful for the reference to literature, which is not mentioned often enough in the City Librarian's report.**

**With respect to the Strategic Committee Planning Meeting, it is a shame that we were not invited to attend. Ms. Hildreth has admitted that it is open under at least the passive meeting provisions of the Sunshine Ordinance. So we are permitted to attend whether we are welcome or not."**

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Library Commission meeting of February 4, 2003

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, February 4, 2003

Item 3:
Employment Status of Library Pages

**"I had comments that would take three minutes.**

**To bad that you won't have a chance to hear them."**

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Library Commission meeting of February 4, 2003

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 4:
Main Library Signage

**"Although it is not mentioned on the agenda, as legally required, or was mentioned by the speaker, there is an explanatory document regarding this agenda item. That document is both instructive for what it says and for what it does not say.**

**The money for signage is not at a half million dollars which seems especially large for a building that already had signage, so it is not signage from scratch.**

**This memorandum shows that there is more than one million from the Library Preservation Fund and $1.3 million unallocated in the Library Improvement Fund. This is a strange comment on your priorities.**

**What is not disclosed is how much has already been allocated from the Library Improvement Fund or how much has been allocated from the general fund.**

**So we cannot tell the proportions from the various funds or what is the priority for this money."**

# Appendix A

Library Commission meeting of February 4, 2003

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, February 4, 2003

Item 5:
Revised Commission Meeting Schedule for 2003

**"There is considerable confusion and ambiguity caused by your providing multiple versions of the same document. The draft revised 2003 meeting schedule includes first Thursday meetings including March and April. But when one turns the page over the resolution shows no first Thursday meetings until May.**

**The clarification comes from the agenda itself which says that you are only discussing starting this in May.**

**This causes me a certain amount of pause. I have been coming to Tuesday meetings for so long that it has become ingrained in me.**

**I am glad to hear that you are not doing this just so I can go to Board of Supervisors meetings. It also allows for the election day without disturbing the schedule.**

**The message is that it will probably be better all around to go to Thursdays. Sentimentally, I shall miss Tuesdays."**

# Appendix A

Library Commission meeting of February 4, 2003

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, February 4, 2003

Item 6:
Revision of the Holiday Closure Policy

**"I am not quite sure what I want to say.**

**This is a situation where we are increasing open hours for the public. Certainly a laudable thing to do.**

**The presentation from the staff seems to indicate that since there are fewer Christians now we can afford to not honor a Christian holiday. I am not sure that is germane to the point. If it were, I think I would be against it.**

**I think we should simply ignore that explanation and look at it as a chance to provide more hours for the public."**

# Appendix A

Library Commission meeting of February 4, 2003

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 4, 2003

Item 7:
USA Patriot Act Resolution

**"I rise to support this resolution.**

**The City Librarian introduced it with the phrase, 'Although we are against terrorism.' The point is that we are in favor of the rule of law which by its very nature supports civil rights and adherence to respect for everyone.**

**This is contiguous to the very idea of libraries that support a language, literature, history and law which allows us certain freedoms and certain kinds of respect.**

**In this context, several hundred people are being held in Guantanamo Bay, Cuba without the protections of international law, or the rights of a prisoner of ward, not to say the US Constitution.**

**I wonder how long I would last if you stripped me naked, threw me in a cage and denied me access to a lawyer or the writ of habeas corpus. I wouldn't have any rights at all, which maybe I don't anyway."**

# Appendix A

Library Commission meeting of February 4, 2003

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, February 4, 2003

Item 8:
Library 2003/04 Budget Update

**"I am glad that someone else pointed out that there are no explanatory documents, because I was going to mention it.**

**I regret that there is no explanatory document because with one I might have been able to understand this.**

**Didn't we just last month spend down our reserve for some items that were relatively controversial? Now barely a month later we are looking at a situation where we are asked for a 10% reduction plan at the same time that we are not planning on cutting any programs.**

**I assume that the increase in the Library Preservation Fund has balanced out the decrease in general funding. But we must be looking at cuts somewhere. The question is whether those cuts could have been funded by the reserve that we just spent down?**

**I am sure I could have understood this with explanatory documents."**

# Appendix A

Library Commission meeting of February 4, 2003

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, February 4, 2003

Item 10:
Collection Recovery Program

**"There is no mention of an explanatory document on the agenda but there is an explanatory document. Apparently the relationship between the mention of explanatory documents and their existence has now reached a state of randomness so we shouldn't take it seriously.**

**The point of the requirement is so that we can inform ourselves of the materials.**

**This document is six pages full of details and the most curious detail is that we are told that the additional notices have no significant impact on recovery but the actual lost items has dropped from 125,000 to 86,000. We are told that the comparisons are invalid.**

**But don't we want to make decisions based on valid comparisons?**

**The supervisors have asked for followup reports. I hope your attempt to slip this in as part of the budget and thus avoid due consideration will be recognized for the dirty trick that it is."**

# Appendix A

Library Commission meeting of February 4, 2003

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, February 4, 2003

Item 14:
Public Comment

**"I have been coming to Library Commission meetings for twenty-eight years and I was twenty-eight when I started, so I have been coming for half my life.**

**Ms. Strobin said that she expected this would be an education. I said the same thing and I was not disappointed.**

**It was a watershed in which I found that everything I thought was true up to that point turned out to be nonsense.**

**The central mechanism that operates over and over again is that people are lied to, insulted and ridiculed. Then they are told that they must be the problem because 'we were civilized before you got here.'**

**It is a classic example of blaming the victim which is now a recognized evil.**

**There is an abundance of academic information that shows the correlations between lack of self-respect and a number of social problems. But it is people's self-respect that is attacked."**

# San Francisco Public Library Commission

## February 4, 2003

## City Librarian's Report

Paul Underwood, Deputy City Librarian, reported on behalf of Susan Hildreth, City Librarian who was not available due to a concurrent meeting of the Board of Supervisors that required her attendance.

Items reported:

- Golden Gate Valley Branch Library, formerly scheduled to reopen on January 30th, has been delayed in opening until February 8, 2003 due to difficulties with completing the telecom work.

- Several Library staff attended the Mid-Winter Conference of the American Library Association (ALA) in Philadelphia. A resolution against the USA Patriot Act was passed by ALA at that meeting.

- The Strategic Plan has been launched, including establishment of an 18 member Community Planning Committee and a staff focus group. The first meeting of the Community Planning Committee is scheduled for February 19, from 4:00 – 7:30 pm in Latino Hispanic A in the Main Library.

- Exhibits and Programs

  1) FEBRUARY 1, SATURDAY AT 2:00PM

  The Long Walk to Freedom, 1900-Now: Portraits of Civil Rights Activists Then and Now – Opening Program and Reception – This exhibition explores a crucial time when ordinary people did extraordinary things. Based on a year series of workshops conducted at George Washington High School in San Francisco, it highlights the contributions of 12 civil rights activists who changed the face of our nation.

  2) FEBRUARY 5, WEDNESDAY AT 5:30PM

  Quizzical Eye: The Photography of Rondal Partridge – Author Elizabeth Partridge and photographer Rondal Partridge, the son of Imogen Cunningham and former apprentice to Ansel Adams and Dorothea Lange, will screen his short film Pave It and Paint It Green and discuss Rondal Partridge's lifetime of work. Book sale and signing follow the program. Book sales by Book Bay at the Main.

Reception: Lower Level, Latino/Hispanic Community Meeting Room, 5:30 –6:30 pm
Program: Lower Level. Koret Auditorium. 6:30 –7:30 pm

3) FEBRUARY 8. SATURDAY AT 3:00pm

Reading Rexroth: Poets On His Poetry – Kenneth Rexroth was a poet, translator, critic, teacher and author of fifty-four books. An activist in politics and art, he lived most of his creative life in San Francisco and was a central figure in the San Francisco Renaissance and the early Beat movement. Join Lawrence Ferlinghetti. Terry Tempest Williams, Michael McClure. Sam Hamill. Robert Hass. Ken Knabb and Jane Hirschfield and celebrate the long-awaited release of The Complete Poems of Kenneth Rexroth (Copper Canyon Press).

Program: Saturday. February, 8 2002. Main Library. Lower Level, Koret Auditorium. 3:00 pm
Book Signing and Reception: Following the program. Lower Level, Latino/Hispanic Community Meeting Room

4) FEBRUARY 23. SUNDAY AT 1:00PM

Poets devorah major and Carolyn Kizer – Author readings by two leading Bay Area poets including devorah major. San Francisco's third poet laureate and author of a new novel Brown Glass Windows. and Carolyn Kizer. a Pulitzer Prize winner and author of a new collection of poetry, Cool. Calm & Collected. Presented by the National Poetry Association in its campaign to establish the International Poetry Museum.

Main Library. Lower Level, Koret Auditorium, 1:00 –3:00 pm

5) FEBRUARY 26. WEDNESDAY AT 6:30PM

Slide Presentation by Matt Herron: Revisit the Civil Rights Struggle – Featuring a collection of 84 slides of photographs taken by Matt Herron during the struggle for Civil Rights in the South in the 1960s.

Main Library. Lower Level, Koret Auditorium. 6:30 pm

7) I would also make note that there is a vast array of Black History Month children's and adult programming taking place throughout the month in branches and Main, including an African American storytelling festival in the Fisher Children's Center on Saturdays. February 15 and 22. beginning each day at noon.

- Caldecott (illustration) for 2003 awarded to *My Friend Rabbit* by Eric Rohmann; Newberry (writing) for 2003 awarded to *Crispin and the Cross* of Lead by Avi

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood
Deputy City Librarian

SUBJECT: Library Improvement Fund Reallocation: Sign Fabrication and Installation at the Main Library

DATE: February 3, 2003

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**Background**

At the December 19, 2002 Commission meeting, we reviewed with you the POE project activity and funding allocations, including Phase I improvements to the Main Library. At that meeting we outlined the scope of the projects that comprised the contract awarded to Trico Construction and requested reallocation of funds to fully support the completion of all projects in that contract. Although we had hoped at that meeting to also present to the Commission final information and costs for sign fabrication and installation at the Main Library, the final proposed cost package was not available at that time.

**Funds to be Reallocated**

In 1999/00, the Board of Supervisors approved $1,408,983 for Phase I improvements in the Main Library. All these funds are being used to support these improvements, including $50,000 for a signage consultant and $230,000 for a radio repeater system, which has been installed.

In 2000/01, $2,982,500 was appropriated for three major projects at the Main Library. These are as follows:

| | |
|---|---|
| 1st Floor Borrowers' Services | $1,822,500 |
| 2nd Floor Bridge | $810,000 |
| Signage Fabrication | $350,000 |

Due to planned reutilization of 1st floor space based on the relocation of Technical Services to 190 9th St. and architectural and operational considerations, we are not recommending the development of the 2nd floor bridge. At the December 19, 2002 Commission meeting, the Commission approved reallocation of $132,592 from the 2nd Floor Bridge funds to complete the work of Trico Construction on all elements of the scope of the contract.

Today, we are recommending the Commission's approval of reallocation of $100,000, assigned to the 2nd Floor Bridge, to add to the $350,000 assigned for Signage Fabrication, bringing the total for Signage Fabrication to $450,000. The final cost package includes not only the fabrication of the signs, but also the work that will be necessary to install new signs, new lighting, demolition work including relocating signs and/or lighting, rotating signs, ceiling and wall patching, and ceiling suspension of some signs. The $450,000 will include contract administration costs and contingency. We believe the reallocation of the $100,000 is reasonable considering the expected outcome of correct placement of signs and guides in improving intuitive wayfinding for all library users of the Main Library.

We have been advised by the Controller that redirection of these funds can be accomplished by an action of the Library Commission with a subsequent notification to the Capital Improvement Advisory Committee.

**Library Improvement Fund**

Most of the improvements in Phase I are being funded through the Library Improvement Fund, although $1,065,000 for Phase I improvements came from unanticipated revenue in the Library Preservation Fund. The Library Improvement Fund has an unappropriated balance of $1,337,130 and will be recommended for allocation for future projects for the Main Library, particularly completion of 1st floor improvements upon relocation of Technical Services to the new Support Services Center located at 190 Ninth Street.

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION
# revised 2003 MEETING SCHEDULE

as approved February 4, 2003

## First Tuesday of the Month, 4:00 PM

January 7th, February 4th, March 4th, April 1st,

## First Thursday of the Month, 4:00 PM

May 1st, June 5th, July 3rd, August 7th, September 4th October 2nd, November 6th, and December 4th, 2003

## Third Tuesday of the Month 4:00PM

May 20, 2003

-

## Third Thursday of the Month 4:00PM

January 16th, February 20th, March 20th, April 17th, June 19th, July 17th, August 21st, September 18th, October 16th, November 20th, and December 18th, 2003.

M.Housh, Commission Secretary 2/5/03

## Holiday Closure Policy — Policy #205

**Section: Library Services**
**Adopted: Nov. '85**
**Revised: Feb. 03**

It is the policy of the San Francisco Public Library Commission that all libraries shall be closed on all days declared to be holidays by the city as set forth in the annual salary standardization ordinance.

Additional closing will be as follows:

The entire library system at 5pm on the eve of the Thanksgiving, Christmas, and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed;

The Chinatown Branch on Chinese New Year's Eve;

The Main Library when it is anticipated that congestion in the Civic Center area will make opening the Main Library ineffective.

If a major holiday occurs on a Saturday or Sunday, the City Librarian is authorized to close the library on the actual day of the holiday. The holiday may be "observed" on the Friday or Monday nearest the holiday. The Saturday or Sunday is then a "closed" day.

LIBRARY COMMISSION RESOLUTION 2/03
as approved February 4, 2003

# RESOLUTION OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION PROTECTING LIBRARY USERS RIGHTS TO PRIVACY AND CONFIDENTIALITY

WHEREAS, the San Francisco Public Library Commission is deeply concerned about the ramifications of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA Patriot Act) as it affects the privacy of San Francisco Public Library users; and

WHEREAS, Sections 214 – 216 of the USA Patriot Act, give law enforcement agencies expanded authority to:

- Obtain library records
- Secretly monitor all electronic communication, and
- Prohibit libraries and librarians from informing users of such monitoring or information requests; and

WHEREAS, the San Francisco Public Library Commission is strongly opposed to terrorism, we also affirm that efforts to combat terrorism need not violate civil rights guaranteed under the First and Fourth Amendments to the Constitution of the United States; and

WHEREAS, public libraries, and specifically the San Francisco Public Library, champion intellectual freedom and must guard library users' rights to privacy in the exercise of that freedom, and must safeguard the civil liberties that have gone hand in hand with the San Francisco Public Library's role in the community; and

WHEREAS, the American Library Association's (ALA) Library Bill of Rights, affirmed as policy by the San Francisco Library Commission in January 1998, asserts that:

- Libraries should challenge censorship in the fulfillment of their responsibility to provide information; and
- Libraries should resist abridgement of free expression and free access to ideas; and
- The "Shadow of Fear" caused by government intrusion into library records breeds self-censorship; and

WHEREAS, the San Francisco Library Commission honors the diversity of San Francisco's people, cherishes the richness this diversity brings, and is offended by targeting or profiling any particular racial, ethnic, cultural, political, or religious group in government investigations; and

WHEREAS, it is the responsibility of public libraries and librarians, as guardians of the public's freedom to read and right to access information, to contest encroachments upon those freedoms by individuals, groups, or the government; and

WHEREAS, the San Francisco Board of Supervisors has adopted a resolution directing City departments to avoid any abridgment of San Franciscans' constitutional rights that could result from law enforcement use of provisions of the USA Patriot Act; and

WHEREAS, the American Library Association has also adopted a resolution in opposition to the USA Patriotic Act; now therefore, be it

RESOLVED, that the San Francisco Public Library Commission stands firmly behind the principles of the public's right to access information and freedom to read; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission views the right to seek and receive information as inherent in the exercise of freedom of speech, and that the Commission views any attempt to obstruct expression and exploration as a violation of the spirit and practice of intellectual freedom that amounts to censorship; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission supports the American Library Association (ALA) guidelines to avoid creating and maintaining unnecessary records. Specifically the San Francisco Public Library Commission supports the San Francisco Public Library's administrative policies that champion the confidentiality of user records and agree with the Library's regular practice of purging user files and circulation records; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission supports the City Librarian's instructions to library staff as a result of recent developments to refer any requests from law enforcement agencies to the City Librarian's Office; and be it

FURTHER RESOLVED that the San Francisco Public Library Commission encourages the City Librarian to take steps to strengthen the Library's circulation and electronic systems and processes to further protect user privacy; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission joins with the American Library Association, the San Francisco Board of Supervisors and San Francisco's citizens to prevent breaches of user privacy and the disruption of library users' First and Fourth Amendment rights; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission encourages the San Francisco Public Library to take an active role in clarifying these issues and educating all parties in the interest of the right to know, the right to access, and the freedom to read; and be it

FURTHER RESOLVED, that the San Francisco Public Library Commission opposes Sections 214 – 216 of the USA Patriot Act and supports the efforts of the American Library Association and the San Francisco Board of Supervisors to address the broad scope of civil rights violations engendered by certain provisions of the USA Patriot Act.

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

TO: Library Commission

FROM: Susan Hildreth, City Librarian

RE: COLLECTION RECOVERY PROGRAM

DATE: February 3, 2003

Attached for your consideration is a detailed comparison of options for a collection recovery program. This item is scheduled for discussion during the Commission's meeting on February 4, 2003.

Here is a summary of information provided in the comparison. Two years ago the Library requested Board of Supervisors' approval of fees for the implementation of a collection recovery program. Instead of the recovery program the Library was asked to host an amnesty period to recover lost material and also to send out a second overdue notice and a bill, in addition to the first notice. These three measures have had no significant impact upon the recovery of the Library's overdue/never returned materials. The Library remains convinced that the implementation of a collection recovery program is essential. A recent review showed that over $600,000 in library materials were stolen or never returned in 2001/02.

The three options are Unique Management Services (UMS, a private firm that specializes in material recovery for 506 libraries); the San Francisco Tax Collector (TC, a City department that provides monetary collection services for many City agencies but has no recent experience with libraries) and the San Francisco Public Library – Staff operated (SFPL, no experience pursing delinquent accounts other that automated overdue notices & bills).

Please review this chart of key comparisons:

| Provider | Cost | Effectiveness | Library Interface |
|---|---|---|---|
| Unique | $8.95/account, covered by $10 fee | 65-75% accounts, library experience | Fully compatible with online system |
| Tax Collector | $81,000 payment or 25% of collections | 60% accounts, no out-of-city impact | Must do custom program ($10,000) |
| SFPL | $162,724 in staff and materials | 50% accounts, not previously effective | $10,361 - training on new III system |

Staff recommends that we establish a $10 fee that would support the cost of the UMS collection recovery program. The Library Commission would recommend this proposed fee to the Board of Supervisors who would consider it during their deliberations on the 2003/04 budget. We would initiate the program if the fee is approved and as part of the Library's migration to the new online system in fall 2003.

We look forward to discussing these comparisons at the February 4th meeting and presenting a recommendation for your approval of the $10 fee at the March 4th, 2003, meeting.

Attachments

# COMPARISON OF MATERIALS RECOVERY SERVICES:

**BACKGROUND:**
The Library spends $5.5 million dollars annually for the acquisition of new materials. A survey of materials stolen and never returned was estimated at $622,613.42 for the last fiscal year (2001-02). The Library has a responsible program of in-library security, overdue notices and billing for overdue materials, and a replacement program for materials. The final piece in providing an effective materials management is a Materials Recovery Program, a means to recover material checked out, but not returned.

Two years ago the Library requested the Board of Supervisors' approval of fees for the implementation of a materials recovery program. Members of the Board requested that the library host an amnesty period to recover lost materials. This one-time program recovered only a small amount of materials and has had no effect upon the on-going loss of materials

Board members also requested the Library send out second notices and a bill in addition to the single overdue notice sent to borrowers 10 days after materials were due. These additional notices have had no significant impact upon the recovery of the library's overdue materials.

The Library is more convinced than ever that the implementation of a recovery program is essential. The following chart indicates the various options for a Recovery Program: one provided by the leading Library Recovery Agency, Unique Management Services, which has a City- certified contract with the City, the SF Tax Collector, and if the service were provided by additional library staff:

| Unique Management Services | San Francisco Tax Collector | SFPL STAFF-OPERATED |
|---|---|---|
| (UMS) | (TC) | (SFPL) |
| **Contract for Services** | | |
| Needs City Contract (Existing 3 year contract needs to be extended beyond July, 2003 termination date) | Does not need contract; charter allows TC to provide collection services for all City agencies; need to develop interdepartmental MOU | None needed |
| **History of Service to Libraries** | | |
| Has provides materials recovery for libraries for the past six years (currently services 506 public libraries, including Oakland, Stockton-San Joaquin, and San Jose.) | Has vast collection experience on various delinquent obligations owed to the city and county. Has not specifically worked with library collection of fines since the 1970s when a manual system was | Staff has no experience pursuing delinquent accounts other than providing overdue notices and a bill via an online system |

| Unique Management Services | San Francisco Tax Collector | SFPL STAFF-OPERATED |
|---|---|---|
| | used. | |
| Reports, Letters, telephone scripts, designed for libraries (see Exhibits attached) | Experienced in professional collection, skip tracing, customer service, although no recent experience collection on behalf of the Library. No library-specific call script experience. | No experience in professional collection , skip tracing, cold calling or credit reporting |
| **Recovery of Materials** | | |
| Focus upon recovery of materials | Primary focus upon collection of fees, changes need to be made to accommodate recovery of materials | Focus upon recovery of materials |
| Provides report on materials returned | Will provide report on materials returned. | Staff reports will need to be generated |
| **Minimum Balance of User Account** | | |
| Overdue balance: $50.00 or more<br>(UM recommends: $25.00 or more) | $300 or more (willing to assume library accounts of $50.00 or more) | Need to determine balance that would trigger collection, probably $100 - $200. |
| **Placements:** | | |
| Note: Currently the library sends out one overdue notice ten days after the date due, and sends out a bill 60 days later. With recovery, the bill will be sent out 45 days after the due date and the materials sent to recover 60 days after the materials are due. | | |
| Initial Placement: three letters & two phone calls (expect 50% recovery)<br>• Letter 1: when account is turned over to UM (60 days after materials are due)<br>• Letter 2: three weeks later<br>• Letter 3: fine balance & request to return materials (if user has partially responded to first two letters)<br>• Calls: 14 days after 3rd letter; M-Th 6-8pm; Sat 9-3pm | Initial Placement: two notices & phone calls<br>• Letter 1: 90 days after materials are due<br>• Letter 2: three weeks later<br>• Phone calls: Mon-Fri 8-5 | Second billing: 60 days after materials are due<br>Phone calls: three weeks later |
| Secondary Placement: (expect 15% more materials returned)<br>• Skip Tracing (find users who have moved)<br>• If new address found: final written notice<br>• User is called<br>• Credit report: if no response to previous contacts (30 after final contact) | • Skip Tracing<br>• Small Claims Court<br>• Liens against financial assets<br>• Forward to outside collection agency who performs credit reporting | • Skip Tracing (needs contract with credit bureau)<br>• Small Claims Court<br>• Credit Bureau (needs contract) |

| Unique Management Services | San Francisco Tax Collector | SFPL STAFF-OPERATED |
|---|---|---|
| **Effectiveness** | | |
| Expect 65% return of materials/funds sent to be recovered | Expect 60% return of materials/funds sent to be recovered | Expect 50% return of materials/funds sent to be recovered |
| Experience with other libraries have a demonstrated 65%-75% return rate on fines & materials. | Recovery will be less effective for out-of-city borrowers | Surveys of library-generated notices prove an ineffectiveness in recovery through library-generated notices |
| **Languages Used:** | | |
| Written: English, Spanish & Chinese<br>Phone Calls: English, Spanish | Written: English<br>Phone calls: English, Spanish. Chinese | Chinese, Spanish, English |
| **Additional Expenses:** | | |
| $62,650 | $ 91,000 | $162,724 |
| Guarantee to recover enough funds to cover costs (cost neutral plan) | $7,000 & comm. fee (25%) vs. $81,000 work order for costs (approx. $11.57 per account)<br>As compensation for services rendered, TC will either accept a work order for total costs or, if not possible, take a commission fee of 25% of funds collected (plus a possible charge to the user) and transfer remainder to Library. Work order would include costs for personnel, material & supplies, equipment, & programming, estimated at $81,000 per year. | Recovery Supervision: .5 LT 3618: $30,381 + 24% benefits: $7,241 = **$37,622**<br>Phone calls: 7,000 accts x 4 calls: 15 calls/hr: 1,868 hrs @ $26.90/hr (LT 3616)= 50249+ .24% fringe (12,060)= **$62,310**<br>Additional calls (no answ/by answ machine): 1 per acct: 7,000 @ 15/hr = **$10,654**. |
| Maximum costs: 7,000 accts x $8.95 = **$62,650** | If commission fee basis, then costs charged to Library are for systems programming for interfaces and for any customized reports. $7,000 estimated. | Letters: 7,000x.57 = $3,990<br>(.37 postage + .20 envelope/letterhead/equip = $.57/letter)<br>Staff time: Bursting, stamping, stuffing, sealing, labeling, etc: 100 letter/hr = **$4,200** |
| Initial & Second Placement: $8.95/user | $35.00 per user (or 25% of funds collected) ($35 is T.C. delinquent fee charged on installment payment plans.) | Credit Reporting/Small Claims: .5 FTE (3618) $30,381 + fringe ($7,241) = **$37,622** |
| | Programming: for transferring data from TC system to Library ILS System (estimate $10,000 $5K per system) | Training/Account Verification 10 hrs L 3630 ($8,320 + $1,997 fringe) **$10,316** |

| Unique Management Services | San Francisco Tax Collector | SFPL STAFF-OPERATED |
|---|---|---|
| SFPL Staff: Use existing staff to implement program. | SFPL Staff: Use existing staff to implement program. | Would need to hire additional staff (listed above) |
| **Revenue:** | | |
| **Anticipate: $ 386,750** | **Anticipate: $314,000** | **Anticipate: $262,500** |
| Income: Surcharge: $70,000 (7,000 accounts @ $10.00); if collected from 65% of accounts = $45,500) | Surcharge $10.00 per account (Not: if TC charges for collection costs, then TC will keep. If the Library charges this fee and the fee goes back to the Library, then the fee will need Board of Supervisors' approval.) | No surcharge |
| Earned revenue:<br>65% of 7,000accounts receivable:<br>(average acct = $75.00)<br>**Revenue:** Revenue: If 65% of revenue collected (7,000 accounts @ $75.00/acct: $525,000)= $341,250 | Earned revenue: 60% of accounts receivable ($525,000): **Revenue: $315,000**<br>NOTE: Staff do not believe the SF Tax Collector will have as an effective impact on non-SF delinquent accounts as Unique Management. | Earned revenue: 50% of accounts receivable (Note: experience with third notices/bill suggests additional notices from library will not be as effective as those from either third party (Unique/TC): **Revenue: $122,500** |
| Need Board of Supervisors' approval | Board approval needed | Note: Expenses would need additional GF support |
| **Budget Impact (2003-04) for an estimated 7,000 accounts** | | |
| **Earned Income: $324,100** | **Earned Income: $223,000** | **Earned income: $99,858** |
| Revenue neutral, costs not to exceed expenses | All revenue collected by the TC will be used to abate the costs of using the TC. Library will receive 75% of what TC collects if on a commission fee basis | Would need additional staff |
| **Library Reports to Agency** | | |
| Daily updates for borrowers who have responded to contacts (in order for UM to stop further contact) | Will need to determine if library automation system will be able to interface with TC automation system. | Automation and Borrower Services would need to generate reports (additional staff costs unknown) |
| **Recovery Reports to Library** | | |
| Updated user addresses sent to library monthly | Updated information regarding users/accounts could be sent to Library's automation system without manual interface, but with programming costs. | Automation would need to update records |
| Monthly Report by user: value of materials returned, money received, charges waived and | Monthly Report (by user/status/balance): Summary of accounts, funds collected, balances. | Would use reports generated by online system |

| Unique Management Services | San Francisco Tax Collector | SFPL STAFF-OPERATED |
|---|---|---|
| balance due. | | |
| | | |
| **Technology Interface with Innovative (SFPL's circulation system)** | | |
| Fully compatible with Innovative for patron record, fines, materials data transfer. . | Need to develop data transfer protocols | Collection module being purchased as part of new ILS system |
| A*STAR collection software (250 users) | "Columbia Ultimate" software | |
| **Training:** | | |
| UM: 2 hr training | Tax Collector to provide to staff | Automation Librarian I would need to develop for staff. (see Expense of 3630 above) |
| **Collection Letter Samples** | | |
| Attached: Exhibit A (available on request) | Will train staff | Will need to develop all procedures |
| | Attached: Exhibit B (available on request) | Will need to create staff training program |
| | Attached: Exhibit B (available on request) | No samples available |
| **Contact Person:** | | |
| Richard Neal, dneal@unique-mgmt.com<br>1.800.879.5453 | Florence Mar 554.4608<br>Margarita Lacayo | Roberto Esteves/Kathy Lawhun<br>557.4202/557.4558 |

Beginning April 2001, the Library implemented more aggressive means to recover library materials by issuing a second overdue notice and a third notice in the form of an invoice. The first notice is issued after an item is overdue ten days, the second at 30 days and the third at 60 days.

In order to measure the effectiveness of issuing the additional notices the Library conducted a number of surveys to assess the return rate of long overdue materials. The tables below show the results of four surveys conducted over two-week periods. The number of items in "assumed lost" status (six weeks following due date) is noted at the beginning of the survey period. At the end of the survey period a count is taken of the number of those in assumed lost status at the beginning of the period that remain in that status.

The first table shows the return rate during the time the Library issued only one overdue notice. The second, third and fourth tables show the return rates after the second and third notices were implemented. Please note that variances in the overall number of items in assumed lost status at the beginning of a survey period are partly dependant upon the date the annual maintenance purge is executed.

As can be seen from these results, the additional notices do not appear to have made a difference in the return rate for long overdue library materials. The number and percentage of long overdue items returned in the two week periods remains relatively the same.

**Long Overdue Items Returned – 1st Notice Only**

| Date | Assumed Lost | Assumed Lost Returned | Percent Assumed Lost Returned |
|---|---|---|---|
| April 5, 2001 | 125, 478 | | |
| April 19, 2001 | 124, 123 | 1,355 | 1 % |

**Long Overdue Items Returned – 1st , 2nd & 3rd Notices**

| Date | Assumed Lost | Assumed Lost Returned | Percent Assumed Lost Returned |
|---|---|---|---|
| November 1, 2001 | 96,427 | | |
| November 15, 2001 | 95,375 | 1,052 | 1% |

| Date | Assumed Lost | Assumed Lost Returned | Percent Assumed Lost Returned |
|---|---|---|---|
| April 26, 2002 | 105,774 | | |
| May 10, 2002 | 104,725 | 1,049 | .9% |

| Date | Assumed Lost | Assumed Lost Returned | Percent Assumed Lost Returned |
|---|---|---|---|
| August 16, 2002 | 87,360 | | |
| August 30, 2002 | 86,181 | 1,179 | 1.3% |

DOCUMENTS DEPT.

FEB 18 2003

SAN FRANCISCO
PUBLIC LIBRARY

0/03

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

## NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, February 20, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

### 1. APPROVAL OF THE MINUTES — ACTION

Presentation and discussion of and possible action to approve the Minutes of the regular Commission meeting of January 16, 2003.
(Explanatory document: draft Minutes)

### 2. EXCELSIOR BRANCH DESIGN RECOMMENDATION — ACTION

Presentations by the design team and the peer review panel, discussion, and possible action to approve a design concept for the Excelsior Branch Library

### 3. BOND PROGRAM MANAGER'S REPORT — DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: none; *regular reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*: none.
(Explanatory documents: current Bond Program Budget and detailed schedules,)

### 4. RICHMOND PROP. 14 APPLICATION — ACTION

Presentation and discussion of and possible action to recommend Board of Supervisors approval of an application for Prop. 14 State Library Bond Act funds for the Richmond Branch Library.
Explanatory documents: draft Prop. 14 application

### 5. CAPITAL CAMPAIGN FOR THE BRANCH LIBRARIES — DISCUSSION

Presentation and discussion of the Friends & Foundation's proposed Capital Campaign for providing furniture, fixtures, and equipment for branch libraries.
Explanatory document: Capital Campaign Strategy presentation

### 6. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

### 7. ADJOURNMENT (requires motion and public comment) — ACTION

Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.org/. 2/13/03 - M.Housh, Commission Secretary

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

## AN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

### Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

### San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary 1/9/01

DRAFT

*San Francisco Public Library Commission*
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# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, January 16, 2003.
The San Francisco Public Library Commission held a regular meeting on Thursday, January 16, 2003 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:06PM by Vice President Steiman.

The following members were noted present: Commissioners Bautista, Coulter Steiman, and Strobin. Commissioners Chin and Streets were excused. President Higueras' arrival was expected to be delayed.

## AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE DECEMBER 19, 2002 COMMISSION MEETING

## Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE DECEMBER 19, 2002 COMMISSION MEETING

An anonymous member of the public commented that their Public Comment remarks as reported were a fair approximation of what was said, called attention to an editorial error in public comment on Item #6, and found lacking the reporting of Commissioner Coulter's remarks concerning Martin Paley. Mr. Peter Warfield felt that the Minutes could be improved, citing a lack of details in branch renovation reports, and in comments he had made regarding changes on POE recommendations such as elimination of plans to bridge the 2nd floor. Mr. Warfield clarified his reported comments concerning a promise of case by case consideration of interim branch services .

## Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE DECEMBER 219, 2002 COMMISSION MEETING

MOTION: Commissioner Coulter, seconded by Commissioner Steiman, that the December 19, 2002 Minutes be approved as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Strobin)

## AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

Ms. Marilyn Thompson, Branch Library Improvement Program Manager informed the Commissioners that there would be no informational presentation at this meeting, then provided a detailed overview of her regular Budget, Schedule, Site Acquisitions, Active Projects, and Community Outreach Reports (see attached report) The Bond Program Manager called attention to the Budget Report dated

January 16th that recapped Bond Program Budget activity to date reflecting the change resulting from Commission action on December 19, 2002. The Bond Program Manager then reported no changes in the Schedule since June 20, 2002. Ms. Thompson then updated the Commissioners concerning site acquisition activities related to the Glen Park, Mission Bay, Portola, Ingleside, and Visitacion Valley Branch Libraries, and the Support Services Center at 190-9th Street. The Bond Program Manager next outlined active projects at the Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries as well as discussed recent RFQ's for professional services activities. Ms. Thompson then provided a schedule of recent and upcoming community outreach meetings and activities, reported the website up and active, and noted that the next edition of the Bond Program Newsletter should be released in February. Ms. Thompson reported that there would be no special report at this meeting.

## Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public remarked that two items went by quickly, a report that program schedules would be revised as a result of the Prop. 14 strategy, that this person noted had not been adopted by the Commission, and second that the Excelsior Branch design discussion would be held next month. This person noted that previous commitments to discuss Excelsior Branch had not been kept after being announced at the neighborhood meeting and some views concerning the project might not be heard if people were unsure of when the Commission would discuss it. Mr. Peter Warfield complained that explanatory documents were not mailed with the agenda and not available until the meeting, finding this a disservice to the public. Mr. Ed Regan expressed opposition to the proposed new Glen Park Branch, preferring a stand-alone library, and also voiced opposition to any cooperative agreement with the school district at the Portola Branch. Ms. Sue Cauthen commented that she was concerned with possible reductions in branch book collections and suggested that neighborhood organizations were also opposed. Ms. Jeannene Przyblyski, Friends of Noe Valley, lauded the selection of Alice Carey, a noted historic preservation architect, for the Noe Valley Branch and looked forward to the proposed neighborhood design intensive.

## Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

In response to questions by Vice President Steiman, Ms. Thompson reported that changes in various program costs will most likely result in no significant changes in overall budgeted costs for the Mission Bay Branch Library.

## AGENDA ITEM #3 PROP 14 STATE LIBRARY BOND UPDATE

City Librarian Susan Hildreth presented a more detailed report and overview of the

Prop. 14 State Library Bond Board meeting held on December 2 and 19, 2002 and what the selections might mean for the Library's future applications (copy attached) for Prop. 14 (State Library Bond) funds. Ms. Hildreth analyzed the trends apparent in the allocation of the first $150 million to be awarded and discussed the implications for the $110 million in Cycle 2, and the final Cycle 3 $90 million. Ms. Hildreth discussed the near success of the Excelsior Branch application, citing its strengths and noting that its only weakness was the site's lack of space to expand. The City Librarian then described the rankings and geographical distribution of selected projects and noted that projects located in districts represented by State Bond Board Members fared better than others. Ms. Hildreth then outlined the Library's aggressive planning efforts to participate in the Prop. 14 Cycle 2 applications, calling attention to the strengths of the Richmond Branch application and discussed the competitive merits the of proposed Ingleside and Portola Branch applications. The City Librarian noted that joint use agreements with local schools seemed to be a key element in successful applications and discussed the Library's ongoing efforts to work with the school district. Ms. Hildreth noted that while Glen Park could be competitive, the State Bond's requirement for completed planning approvals could impact project eligibility. The City Librarian then reported that Portola and Visitation Valley Prop. 14 applications would be submitted in Cycle 3 and that Bayview, North Beach and Ortega as well as several other branches might also be considered. Finally, Ms. Hildreth reported on efforts to put another $2 billion Library Construction Bond on the November 2004 Ballot noting that planning called for serious consideration for 1st priority funding by the new bond for unfunded Prop. 14 Cycle 3 applications.

President Higueras joined the meeting at 4:40PM

## Public comment on AGENDA ITEM #3 PROP 14 STATE LIBRARY BOND UPDATE

An anonymous member of the public suggested that the Prop. 14 strategy should be placed before the Commission as an action item and addressed by the Commission. This person additionally commented on the highly competitive nature of the Prop. 14 funding process noting that the Library needed $10 in State funds to complete the Bond program. This individual cautioned against rushing into cooperative agreements with schools citing what they viewed as divergent interests. Mr. Ed Regan agreed with the previous speaker saying money with strings attached was not good and noted that cooperative agreements with schools would negatively impact senior's use of already crowded branches such as Parkside. Peter Warfield echoed previous speakers' concerns with the divergent interests of schools and libraries questioning their compatibility, and asking what the Library would give up to gain cooperation from the schools. Mr. Warfield also expressed concern with a possible loss of books from the Richmond Branch as a result of its renovation.

## Commission discussion of AGENDA ITEM #3 PROP 14 STATE LIBRARY BOND UPDATE

President Higueras pointed out that the Library Commission had originally requested a fully funded Bond Program, including $20 million more than was approved by the CIAC (Capital Improvement Advisory Committee), and that as a result of the Committee's decision the Library must compete for Prop. 14 funds to successfully complete the Bond Program as planned. President Higueras also strongly emphasized that cooperation with schools would organize service delivery, strengthen, and enhance branch libraries and improve services to all library users. President Higueras made it clear that the Commission viewed cooperation with schools as an opportunity to positively benefit the library system. Commissioner Bautista pointed out that schools have their own libraries and librarians and that public library cooperation with the schools would only enhance service for the entire community. Vice President Steiman recalled that it had been a longstanding wish of the Library Commission to be more involved in providing services to students and children even when there were no State funds to be gained through such cooperative efforts.

## AGENDA ITEM #4 JOINT USE COOPERATIVE AGREEMENT

City Librarian Susan Hildreth described the yearlong process of negotiation with the SFUSD and school staff that resulted in the draft joint use cooperative agreement. Ms. Hildreth then presented the proposed cooperative agreement between the San Francisco Public Library and the San Francisco Unified School District for the Portola Branch Library to the Commissioners for their consideration and recommendation of approval to the Board of Supervisors (copy attached). Ms. Hildreth reported that Prop. 14 regulations required School Board and Board of Supervisors approval of such agreement. The City Librarian outlined and discussed in some detail the various elements of the proposed agreements governing and outlining the new relationships for Family Literacy Centers and Homework Help Centers between the branch library and the Martin Luther King, Jr. and Taylor Schools. The City Librarian pointed out that both schools had libraries and that the agreement would only enhance library services. The City Librarian noted that the 20 year agreements did not call for any co-location of services and were designed to match criteria outlined in the Prop. 14 regulations describing such relationships. Ms. Hildreth commented that these agreements would be worthwhile even if there were no State funding involved but that the programming provided under the agreements would be contingent on the Library receiving State Library Bond funds.

Ms. Hildreth then introduced Chief of Children and Youth Services Toni Bernardi who presented more details of how the proposed programs would work. Ms. Bernardi noted that the agreement would benefit children in the schools as well as neighborhood children, benefit the entire community as well as the children, not burden library staff or other users, and gain active reciprocity from schools by more active cooperation and participation by school staff. Ms. Bernardi then discussed how the new Family Literacy Center would function and benefits to the overall library programming that would result. Ms. Bernardi then discussed the Homework Center. The Chief of Children & Youth Services concluded her report by pointing out that this program responded to the American Library Association's longtime goal that every schoolchild have a library card. The City Librarian reiterated that these services would only be provided if State funding were obtained for the branch libraries.

## Public comment on AGENDA ITEM #4 JOINT USE COOPERATIVE AGREEMENT

An anonymous member of the public expressed concern that explanatory documents were not received prior to the meeting and found troubling approval of a 20 year agreement to provide services when Prop. E (Library Preservation Fund) had only 7 years remaining. Mr. Ed Regan commented that school libraries, citing Lincoln High School, were only open for limited hours and that this agreement would encourage more students to use branch libraries that were already not big enough, resulting in seniors being left out. Mr. Peter Warfield urged the Commission not take action on a 20-year agreement without having time to review the impact of any changes and increased costs.

## Commission discussion of AGENDA ITEM #4 JOINT USE COOPERATIVE AGREEMENT

Vice President Steiman noted that the Library was already doing many of the things discussed in the agreement, found the plan laudable, and should be undertaken. Commissioner Bautista corrected Mr. Regan's misapprehensions concerning school library hours and noted that many of these connections between the schools and libraries were already in place. Commissioner Bautista suggested that such agreements were long overdue, important for families, and an outstanding use of the new branch library faculties. Commissioner Coulter commended Ms. Bernardi and her staff for working to create the means to cooperate with the schools and emphasized that serving children was a very important role for the Library. In response to questions by President Higueras, Ms. Hildreth reported that there would be no cash cost, only allocation of staff and materials, and noted that these proposals largely continued existing efforts in a more organized fashion. President Higueras agreed that the agreement seemed to only make predictable what the library was already doing and inquired concerning what happened if the agreements did not work out. The City Librarian reported that as far as she knew, there would be no strict reviews or required reports. Ms. Hildreth suggested that the personalities at the schools and in the branches could largely determine how well these agreements functioned.

MOTION: Commissioner Coulter, seconded by Commissioner Steiman, that the proposed joint use cooperative agreement between the San Francisco Public Library and the San Francisco Unified School District be approved and recommended to the Board of Supervisors for its approval.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

## AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public continued a previous discussion of the Fuhrman Fund. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week. Carol Gee, a Parkside Branch user representing the Parkside Expansion and Renovation Committee presented the Commissioners with a petition and read a statement calling for the expansion of the Parkside Branch Library. A Parkside neighborhood parent commented on its need to expand, noting that children are the future, and that the branch library was a good safe place for children. Mr. Dan Ryan, a Parkside resident since 1969, noted that his children and grandchildren used the library. Mr. Ryan reported that the density and diversity of the growing neighborhood required that the library be expanded and indicated that the neighborhood was willing to work with the library to gain support for its expansion. Ms. Nancy Wuerfel remarked that the neighborhood had requested an expansion of the branch in September and called attention to the neighborhood's successful campaign for the Parkside Elementary School. Ms. Wuerfel urged the Commissioners to suspend plans for the branch renovation and form a task force to find the needed funds to allow for an expansion of the branch. Ms. Wuerfel indicated that both Supervisor Ma and Assemblyman Yee were interested in and supportive of the branch expansion proposal. Mr. Peter Warfield expressed support for expansion, suggested that the Bond Program plans would reduce book collections, and suggested floorspace was not the only issue. Mr. Warfield called for a reconsideration of the entire bond program and asked for an accounting of branch book collections. Ms. Louise Lee, Mercy High School student, requested a bigger Parkside Branch and could not see why this would be a problem. Ms. Annie Lee, a Parkside resident, asked that the branch be expanded, noting her school library was not open on weekends and the current branch was very crowded.

## AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: AYE-5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

The meeting was adjourned at 6:13PM.

Michael Housh, Commission Secretary 1/23/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

# Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

# Appendix A

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, January 16, 2003

Item 1:
Approval of the Minutes: December 19, 2002

**"This is a set of minutes that we have awaited with some anticipation.**

**On page five is a statement by this anonymous citizen that refers to trustees susceptible to those in power. Except for the fact that the statement was about the power transferring to the trustees and away for the donor, it is a reasonable approximation.**

**The anonymous citizen's comments are described as 'what he believes' and 'in their view.'**

**Commissioner Coulter did advocate distribution of documents and that is completely omitted.**

**In answer to my statement, Commissioner Coulter is described as giving a spirited rebuttal. What he actually said was that my statement was a sad indication of the character of this individual and the games he is trying to play and that he wanted it on the record.**

**Of course it is not on the record, so it is a betrayal of both of us."**

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, January 16, 2003

Item 2:
Bond Program Manager's Report

**"There were two very important items in that report and both went by very quickly.**

**The first was that the reports would be revised to incorporate the new Prop. 14 strategy. This commission has approved no revised Prop. 14 strategy. There is a discussion item later in this meeting that have neither been heard nor approved.**

**The next important item is that we will discuss the Excelsior Branch next month. Is that with the same assurance that we were told Excelsior would be discussed in December, and then today?**

**Perhaps with enough false notices people will get tired. You have an obligation to hear from people who are concerned about an issue. The information about that neighborhood was fresh on December 7. It is shame that we can't have a meeting in the neighborhood and then the noticed subsequent discussion here."**

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 16, 2003

Item 3:
Prop. 14 State Library Bond Update

**"This should be considered carefully and made into an action item for your approval.**

**We are in the position of having put in one application and are facing putting in eight to fourteen more. We can conjecture that other jurisdictions are in the same position. That is, they wanted to find out what the waters were like, were not really prepared and now are ready to spring at cycles two and three.**

**Having planned on receiving approximately $10 million from the state bond, we find ourselves in a highly competitive situation. It also could have been predicted that there is a preference for shared situations with school districts. But those shared situations are problematic.**

**Everyone is in favor of cooperation. But cooperation is a euphemism for all kinds of things and cooperation with the school district has been controversial. The library should cooperation while being conscious of its divergent interests."**

# Appendix A

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, January 16, 2003

Item 4:
Joint Use Cooperative Agreement Between SFPL & SFUSD

**"I make a request that is carefully designed to obtain documents when the commission gets them. If that request is doing its job, even the commissioners are seeing this for the first time.**

**This is an action item and will go directly to the supervisors.**

**We are told that this will guarantee the current 32 hours in the branches per week and that will be part of a twenty year agreement. But the Library Preservation Fund sunsets in seven years.**

**There is no assurance of how many hours the homework center will be open. The 32 hours represents only two evenings per week. Does this sacrifice every evening function in the library.**

**Many people cite the library as launching their careers. But this is so sensitive because a library represents unstructured, unmonitored activities of learning and this is a monitored homework center. Will the reputation of the library survive?"**

# Appendix A

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, January 16, 2003

Item 5:
Public Comment

**"At the peak of the controversy over the Fuhrman Fund there was a fair amount of national media attention, but no local coverage.**

**Quentin Kopp got wind of this and recommend to Supervisor Hallinan that he hold a hearing, which he did with then Supervisor Carole Migden.**

**The representatives of the library made three contentions against those citizens who had raised questions about the Fuhrman Fund. First, that it was an attempt at censorship, which even Supervisor Hallinan said was inappropriate.**

**Second, there was a series of personal attacks, which even Supervisor Migden said was inappropriate.**

**Third, that it was an attack on the Foundation's funding. I had never thought of that and the reason was simply because it made no sense. It was simply the Foundation saying they didn't want it looked into.**

**The concern over Martin Paley is the same, and I am sure you got the message."**

# Library Commission

January 16, 2002

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# 1. Approval of 12/20/02 Minutes

Explanatory document available

Draft Minutes

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# 2. Bond Program Manager's Report

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# Informational Presentation

There is no informational presentation this month.

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# Regular Reports

Budget Report
Schedule Report
Site Acquisitions Report
Active Projects Report
Community Outreach Update

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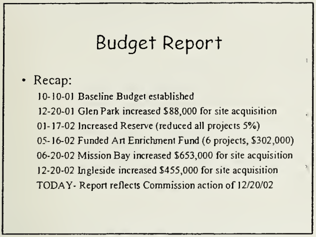
# Budget Report

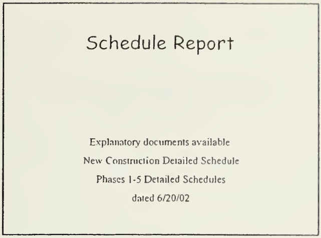
Explanatory document available

Current Budget Report
dated 1/16/03



## Budget Report

- Recap:
  - 10-10-01 Baseline Budget established
  - 12-20-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve (reduced all projects 5%)
  - 05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - TODAY- Report reflects Commission action of 12/20/02



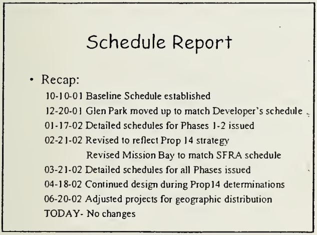
## Schedule Report

Explanatory documents available

New Construction Detailed Schedule

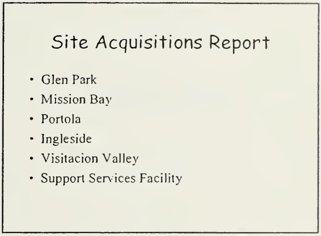
Phases 1-5 Detailed Schedules

dated 6/20/02



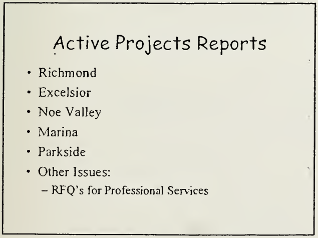
## Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Glen Park moved up to match Developer's schedule
  - 01-17-02 Detailed schedules for Phases 1-2 issued
  - 02-21-02 Revised to reflect Prop 14 strategy
    Revised Mission Bay to match SFRA schedule
  - 03-21-02 Detailed schedules for all Phases issued
  - 04-18-02 Continued design during Prop14 determinations
  - 06-20-02 Adjusted projects for geographic distribution
  - TODAY- No changes



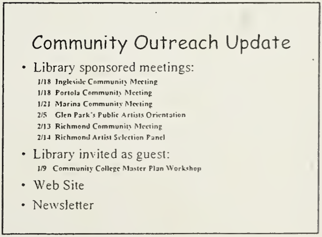
## Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley
- Support Services Facility



## Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina
- Parkside
- Other Issues:
  - RFQ's for Professional Services



## Community Outreach Update

- Library sponsored meetings:
  - 1/18 Ingleside Community Meeting
  - 1/18 Portola Community Meeting
  - 1/21 Marina Community Meeting
  - 2/5 Glen Park's Public Artists Orientation
  - 2/13 Richmond Community Meeting
  - 2/14 Richmond Artist Selection Panel
- Library invited as guest:
  - 1/9 Community College Master Plan Workshop
- Web Site
- Newsletter

## Special Reports

There are no special reports this month.

## 3. Prop 14 State Library Bond Update

Explanatory document available:

Prop 14 Update Memo

## 4. Joint Use Cooperative Agreement between SFPL & SFUSD

Explanatory document available:

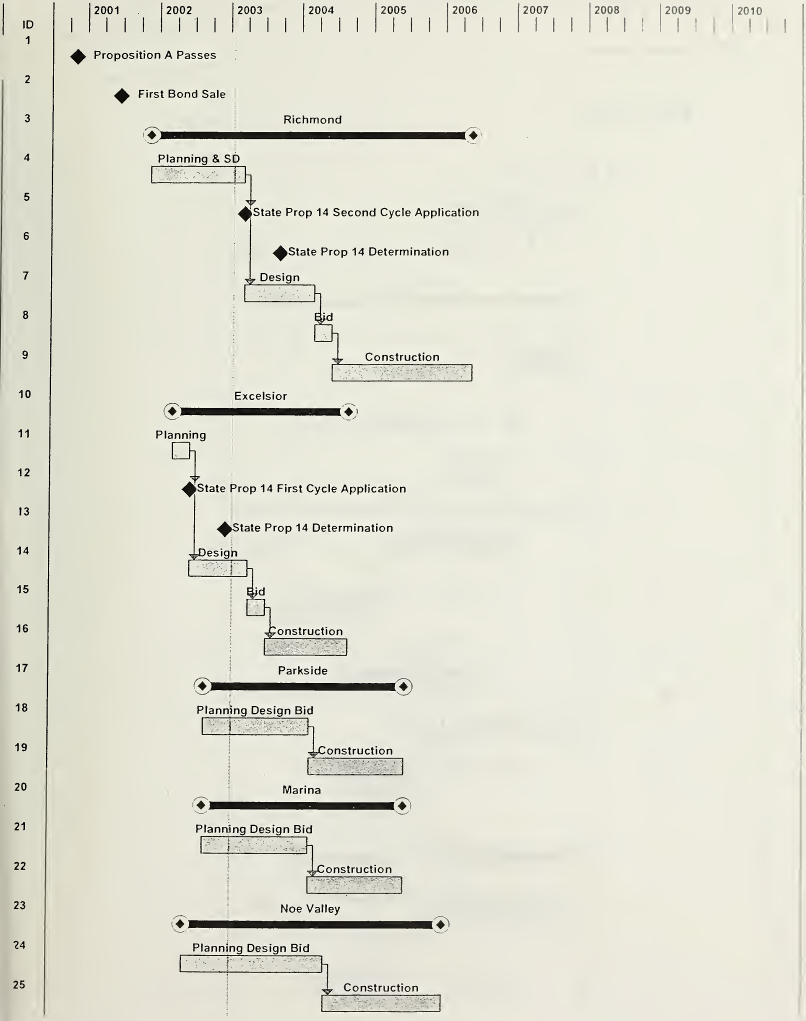
Draft Portola & Ingleside Joint Use Cooperative Agreements

## 6. Public Comment

## 7. Adjournment

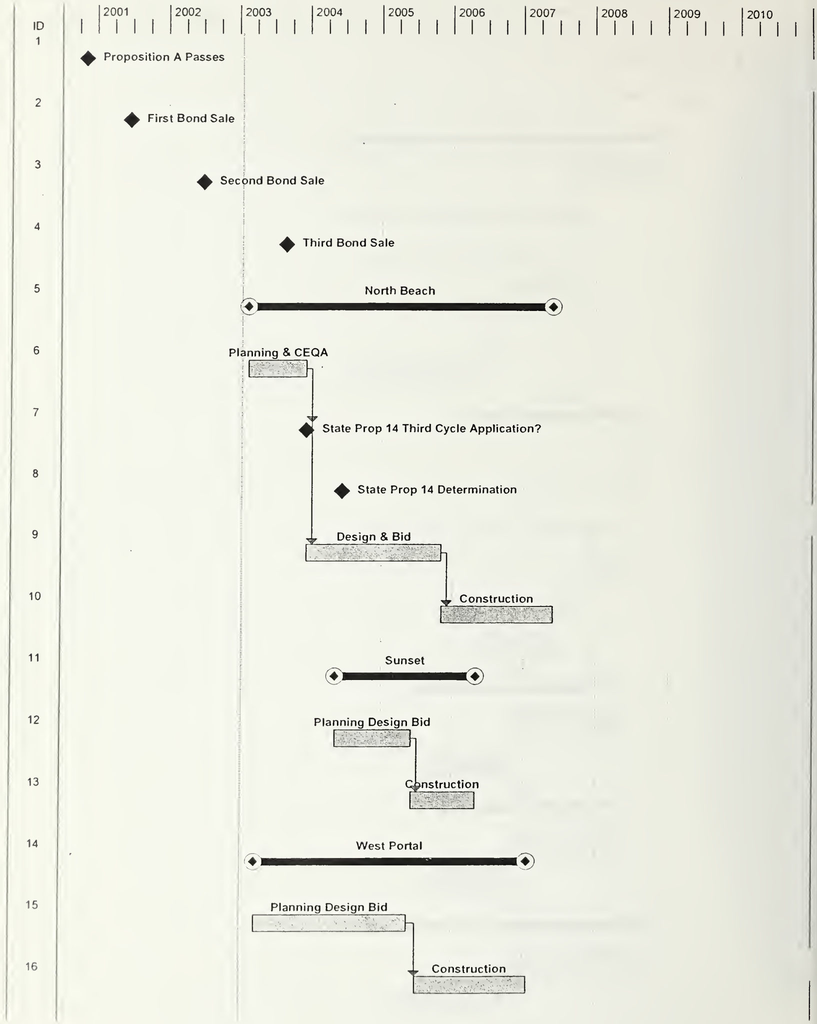
## PHASE 1 DETAILED SCHEDULE

06-20-02



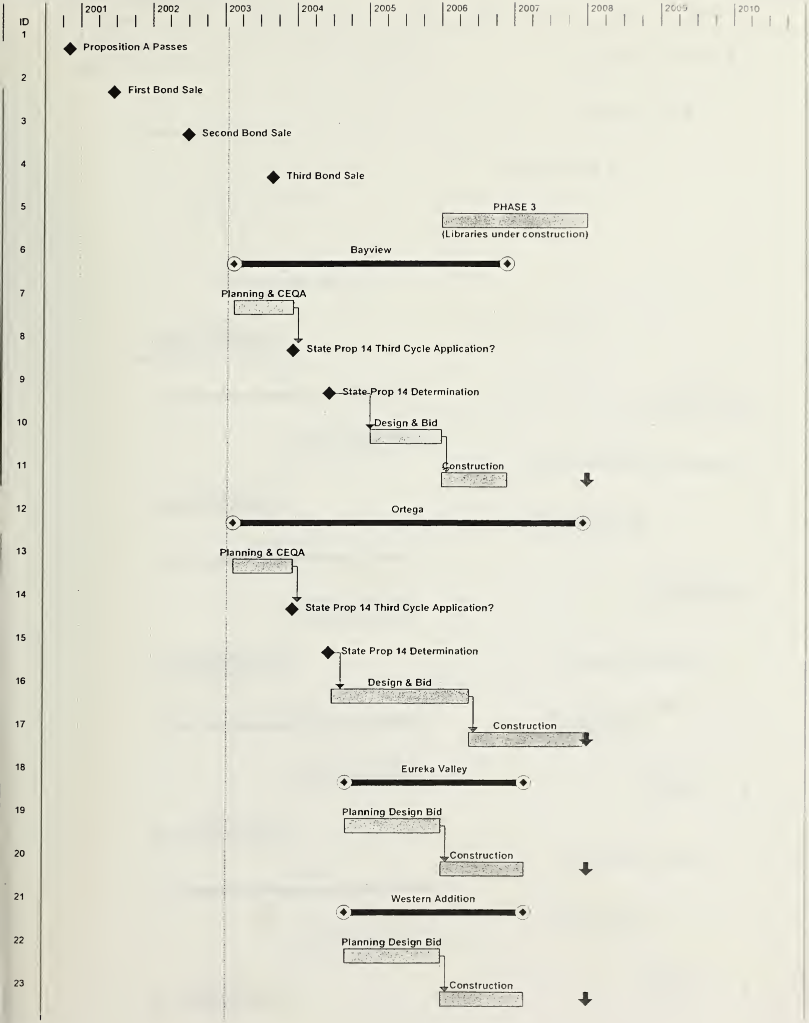
# PHASE 2 DETAILED SCHEDULE

06-20-02



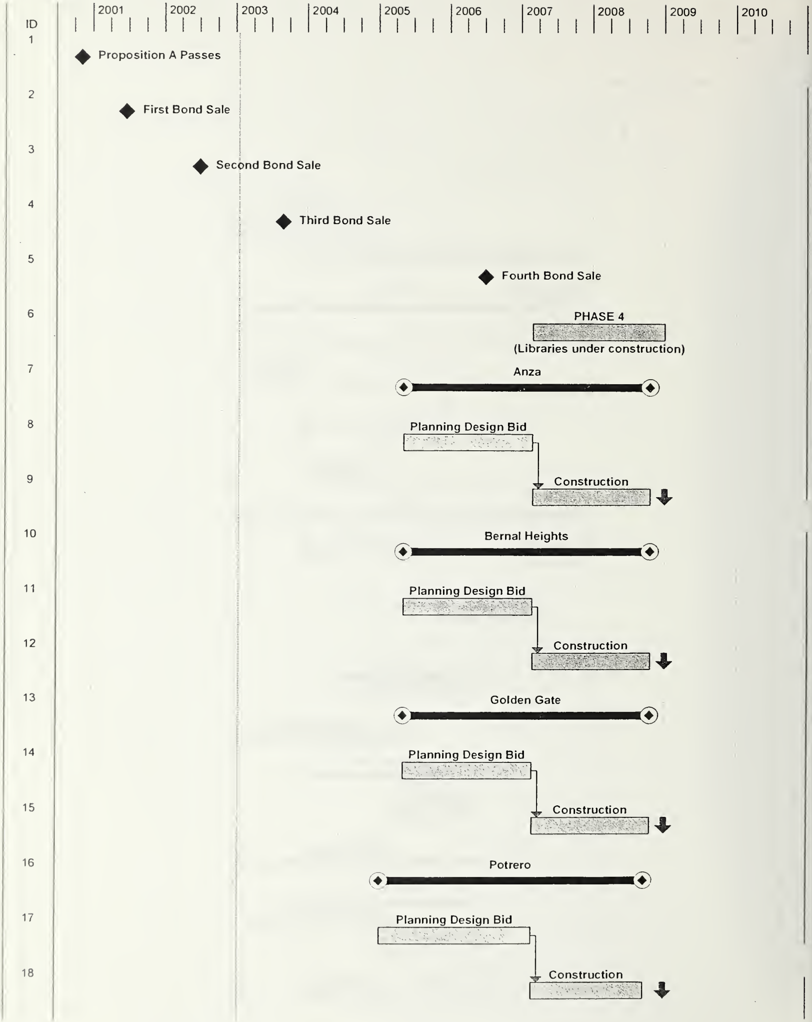
# PHASE 3 DETAILED SCHEDULE

06-20-02



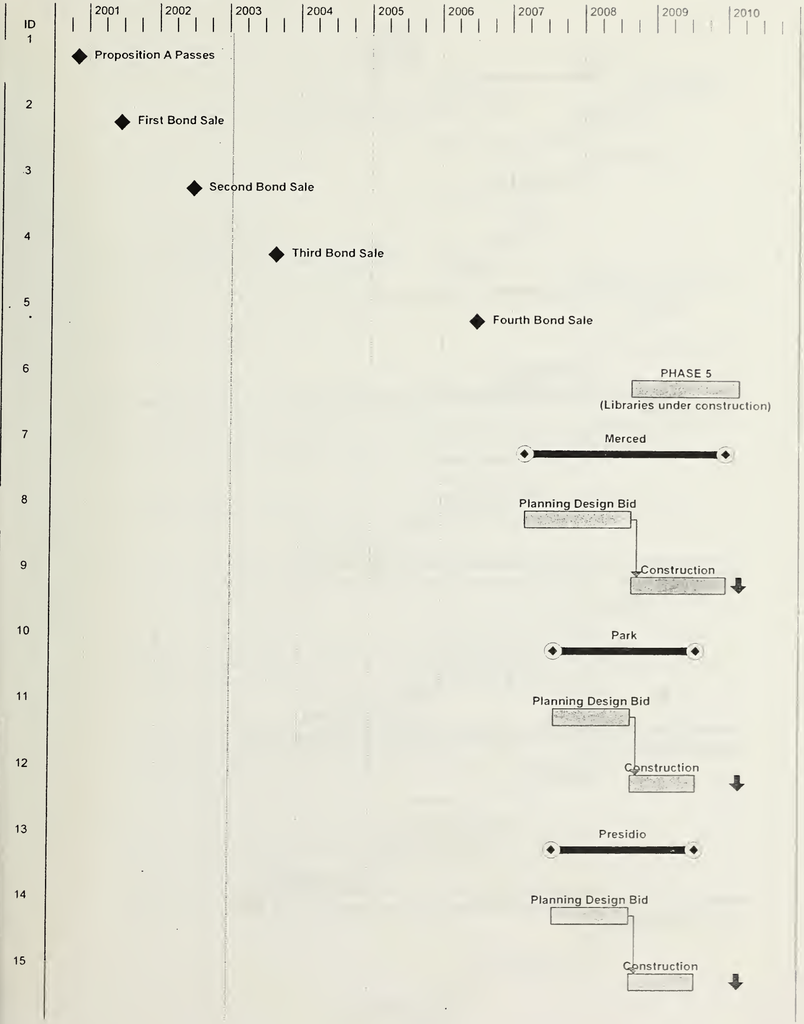
# PHASE 4 DETAILED SCHEDULE

06-20-02



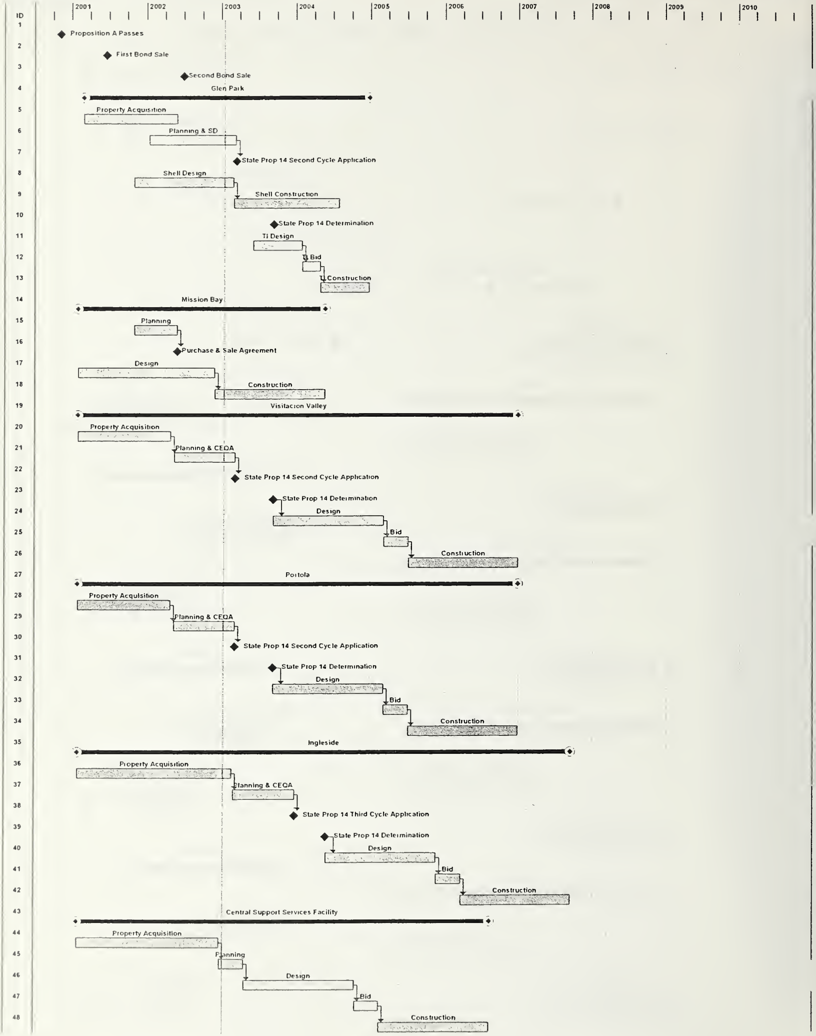
# PHASE 5 DETAILED SCHEDULE

06-20-02



PHASES 1 & 2 NEW CONSTRUCTION

06-20-02



*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Proposition 14 Update and Recommendation for Cycle 2 Applications

Date: January 15, 2003

**Proposition 14 Update**

As I have reported to you, Cycle 1 awards were made on December 2 and December 19, 2002. Unfortunately, the SFPL project, the Excelsior Branch Library renovation, was not funded. I wanted to put the results of Cycle 1 in some perspective to determine how it may impact our strategy for future applications. Here are some facts:

- 61 projects were submitted at a total cost of $530 million. Total funds available are $350 million, with $150 million slated for award in Cycle 1.

- 18 projects were funded at a cost of $149,226,329. 30% of projects submitted were funded, which is probably a higher ratio that we will see in future cycles, when less funds are available and more projects are anticipated.

- Projects are rated in five categories, outstanding, very good, acceptable, limitations, serious limitations. All projects in Cycle 1 were at least acceptable, with 14 ranked as outstanding, 33 as very good and 14 as acceptable.

- Excelsior was ranked as very good. Although the project application and required documentation was evaluated as outstanding, the site was not evaluated as competitively because there was no room for future expansion, a factor over which we had no control.

- Thirteen of the 14 outstanding projects were funded with little debate. The project that was not funded was a new library project that had been submitted without a joint use agreement with the local school district. Outstanding project appear to have a clear priority; and the joint use agreements for new projects appear to be critical for success.

- On December 2, 3 projects were funded in northern California, representing 25% of projects funded. 60% (8) projects in southern California were funded and 2 projects (15%) in the Central Coast were funded. On December 19, 3 projects were funded in southern California, 1 in northern California and 1 in the Central Central Valley. It did not appear that geography was a major factor in the award of outstanding projects, but it came into play when selecting projects to fund from the "very good" category.

## Recommendation for Cycle 2 and 3 Applications

I am attaching for your information a chart that was presented to the Commission at its February 21, 2002, meeting regarding potential Proposition 14 projects. After experiencing almost one year of planning for these projects, I wanted to present revised recommendations for Cycle 2 and Cycle 3 projects.

### Cycle 2 – Due March 28, 2003

**Richmond Branch Library Expansion and Renovation** – This is the largest of SFPL's projects at $4.7 million. It was deferred from Cycle 1 to develop community consensus on the building design, which was achieved in the design workshop in June 2002. There has been extensive community involvement and needs assessment in developing this project. The Richmond is an extremely diverse neighborhood, with its unique needs addressed clearly in the Library's service plan. We are proposing a significant expansion to an existing building; and the Library owns additional property for future expansion. This will likely be the first Carnegie library proposed for renovation, as none came forward in Cycle 1. Our close work with the Landmarks Preservation Advisory Board and Planning Department to propose a historically sensitive renovation and addition will give strength and credibility to this application.

**Ingleside Branch Library** – Initially slated for Cycle 3 submittal, the straightforward nature of the site acquisition for this project has moved it ahead to Cycle 2. Projects must have site ownership or purchase options and full CEQA review before submittal to the State. The Ingleside project meets that "readiness to proceed" standard that is necessary for competitive projects. Staff is currently working closely with several public schools in the neighborhood to develop joint use cooperative agreements. Although these agreements are not yet final, I plan to present them to the Commission as soon as they are drafted. If we are not successful in developing such agreements within the timeframe required for the March 2003 submittal, I do not recommend that we submit this project in Cycle 2. The inclusion of a joint use agreement with a local school district was absolutely critical for the success of an application in Cycle 1. I would recommend that we defer the project, including a joint use cooperative agreement, to Cycle 3.

## Cycle 3 – January 2004

In February 2002, I had recommended Portola, Visitacion Valley and Glen Park as Cycle 2 projects. I am not recommending the submittal of the Glen Park project at this time. As stated previously, CEQA review must be completed prior to the application submittal; and it is not clear that this will be done in the case of Glen Park. Portola and Visitacion Valley are recommended for Cycle 3 submittals, when the site acquisition, community needs assessment, building program and design and CEQA should be complete.

I had also recommended Bayview, North Beach and Ortega as potential Cycle 3 projects. Given the amount of effort that is required to prepare these applications, I do not believe that staff has the capacity to prepare all of these for Cycle 3. I would recommend that we try to prepare at least one project, but our strongest efforts should go toward the new library projects outlined in the previous paragraph which are likely to more competitive since their sites have room for expansion.

On an optimistic note, Senator Alpert has introduced a $2 billion library construction bond act. This legislation would give first priority funding to projects that were submitted but not funded in Cycle 3 of Proposition 14. SFPL could develop all the projects listed above plus others for this new funding source. A California State Library needs assessment shows at least $4 billion in building needs in the next 8 years.

## Next Steps

I anticipate bringing the Richmond and Ingleside Proposition 14 applications to the Commission for your review and recommendation to the Board of Supervisors for approval on February 20th. Staff will be diligently working on preparing the other applications for projects recommended for Cycle 3 in January 2003. The amassing of information and preparation of these applications is a huger undertaking and one that requires great diligence and flexibility.

Attachment

# PROPOSITION 14
# SFPL PROJECTS RECOMMENDED FOR APPLICATION

| Branch | Comments | Estimated Cost | 65% State Funds |
|---|---|---|---|
| Cycle 1<br>Richmond | Largest project<br>Diverse community | $7,248,500 | $4,711,525 |
| Excelsior | Renovation<br>Diverse community | $3,629,000 | $2,358,850 |
| Cycle 2<br>Portola | New building<br>Diverse community<br>School cooperation<br>Possible 1st priority | $4,430,000 | $2,879,500 |
| Visitacion Valley | New building<br>Diverse community<br>School cooperation?<br>Possible 1st priority | $5,158,500 | $3,353,025 |
| Glen Park | New building<br>School cooperation?<br>Land control issue | $4,698,000 | $3,053,700 |
| Cycle 3<br>Ingleside | New building<br>School cooperation<br>Possible 1st prioity | $4,430,000 | $2,879,500 |
| Bayview | Remodel/expand<br>Diverse community | $3,629,000 | $2,358,850 |
| North Beach | Remodel/expand<br>May be new bldg.<br>School cooperation<br>Possible 1st priority | $3,287,000 | $2,136,550 |
| Ortega | Remodel/expand<br>May be new bldg.<br>School cooperation<br>Possible 1st priority | $3,382,000 | $2,198,300 |
| TOTALS | 1 out of 4 projects funded<br>Goal: $10 million | $39,892,000 | $25,929,800 |

These are PRELIMINARY recommendations – priority projects and application cycles may change as projects develop. May need to include additional projects to meet $10 million goal. Possibilities include Anza, Bernal, Eureka Valley, Merced, Potrero, Western Addition.

# DRAFT

## Joint Use Cooperative Agreement Between The San Francisco Public Library And The San Francisco Unified School District
## Portola Branch Library
## Martin Luther King, Jr. Academic Middle School
## E.R. Taylor Elementary School

This Joint Use Cooperative Agreement is entered into on (insert date) by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (District) on behalf of Martin Luther King, Jr. Academic Middle School and E.R. Taylor Elementary School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

**Whereas**, the Library and the District have demonstrated a sustained collaborative working relationship; and

**Whereas**, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

**Whereas**, the District supports the Library's goal of informational literacy of all students; and

**Whereas**, the Library supports the District's goal of increased academic achievement of all students; and

**Whereas**, extensive consultation with the community and school staff during the in-depth Needs Assessment for the Library Bond Application clearly identified a need for family literacy support and homework assistance;

**Now therefore**, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of K-8students, agree as follows:

The Library and the District agree to engage in jointly undertake projects in at least two areas, **Family Literacy and Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Portola Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

### Family Literacy Center

Based upon Needs Assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Portola Branch Library. Both E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School have a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with these area schools. These activities will expand upon the Library's more general literacy projects by providing a series of programs developed in conjunction with the schools designed to establish the Portola Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the schools' service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.

- The District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs.

- The Library and the District will co-sponsor a minimum of two Cultural Literacy nights annually. They will work together to schedule these events; and the events will be promoted in the schools' newsletters. District and Library staff will develop the programs and will participate in the presentations.

- Through Project Read the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students.. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.

- Working with the area schools, the Library promote a family literary experience by establishing an adult book club and a children's book club at the Portola Branch which will meet quarterly in an attempt to promote a family literary experience.

## Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials; family members who may not be able to help). Because it is open after school and in the evening,, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the area's K-8 children:

- The Library and District staff from the E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Portola Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The schools will promote the program to parents and students. High school youth who wish to satisfy the District's Community Service requirement, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or similar program on a year-to-year basis, dependent upon annual evaluation and use. The E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.

- Staff at E.R. Taylor Elementary School and Martin Luther King, Jr. Academic Middle School will automatically update the library website with notification of upcoming school research projects. In addition, the Portola Branch librarian will attend or be invited to the schools' biweekly faculty meetings on curriculum and reading in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.

- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Portola Branch Library and will include instruction for school staff and students. Instruction will be offered within the branch or, if the school infrastructure permits, the librarian will offer training within the schools, including instruction on how to access library resources on-line. The schools and the Library will create a schedule and focus of training as appropriate for the various grade levels. In addition, the Library will provide a minimum of one in-branch training session per semester for parents in which school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.

- E.R. Taylor Elementary School and Martin Luther King, Jr., Academic Middle School will commit to participating with the Library in the ALA library card project with the goal of having all students obtain a library card to aid in school success. The Library will work with the schools to register students and will supply the cards. The schools will provide a prize for the first class at each grade level to achieve full library card registration.

- The Library and the District will provide a minimum of one program (either in the evening or on the weekend) to orient parents to the preparation necessary for the next school level (e.g. from elementary to middle, middle to high school, high school to college).

- The Library and the District will collaborate on an orientation of student teachers in the neighborhood schools by holding one evening workshop to introduce the teachers to the resources and activities of the Homework Center.

- The Library and District will sponsor a yearly teacher night at the Portola Branch to promote use of the facility and positive relationships. In addition, the branch librarian will have a standing time slot once every two months on the faculty meeting agenda to discuss relevant programs, services and resources.

## Future Projects

The Library will work to add Thurgood Marshall High School to this collaboration and will provide high school level resources on college and career selection and preparation, including print and electronic resources and programs. In addition, the Library will work with the College Resource Center program (housed at the Main Library) to provide one-on-one assistance with various college application and funding issues.

## Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Portola Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Portola Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The District will use funds from its General Fund to fund staff time and relevant resources for the Family Literacy and Homework Center functions.

## Supervision of Staff

Supervision of teachers and all other school personnel will be the responsibility of the District. Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. This will include the Library's Project Read staff supervision of literacy volunteers.

## Hours of Service

Library hours of service for students and the public at the Portola Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 8:00PM; Thursdays from 1:00PM to 7:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

## Library Location

The proposed joint use projects will be located at the newly constructed Portola Branch Library at Goettingen Street between Bacon and Burrows Streets. This is in the same block as the Martin Luther King, Jr. Academic Middle School that takes up the rest of the block and is across the street from E.R. Taylor Elementary School. There is a total of one high school, one middle school and two elementary public schools within the branch's service area.

## Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Portola Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Portola Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

## Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

## Field Act

The Portola Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Portola Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

## Twenty-Year Agreement

The District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Portola Branch Library. The new Portola Branch Library shall be deemed completed when the City determines that the construction of the Portola Branch Library is substantially complete and the building is ready for occupancy.

## Forty-Year Public Library

The Portola Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

## Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

## Indemnification

A. Library agrees to indemnify and hold harmless District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of District, its employees or agents.

## Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.

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| By: ______________________________<br>Board of Supervisors,<br>City and County of San Francisco | By: ______________________________<br>San Francisco Unified School District |
| Date: ____________________________ | Date: ____________________________ |

# RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (PORTOLA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT ( MARTIN LUTHER KING, JR., ACADEMIC MIDDLE SCHOOL AND E.R. TAYLOR ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay, and acquire a new facility for library technical services; and

WHEREAS, the Board Of Supervisors reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch LibraryImprovement Program project is a new Portola Branch Library to be built on property adjacent to the Martin Luther King, Jr. Academic Middle School; and

WHEREAS, the San Francisco Public Library and the San Francisco School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new Portola Branch Library to provide needed services to the communities served by the E.R. Taylor Elementary School and the Martin Luther King, Jr. Academic Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Portola Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the Board of Supervisors to approve the Agreement.

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SAN FRANCISCO
PUBLIC LIBRARY

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Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, February 20, 2003.
The San Francisco Public Library Commission held a regular meeting on Thursday, February 20, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:05 PM.

The following members were noted present: Commissioners Coulter, Higueras, Steiman, Streets, and Strobin. Commissioner Bautista was excused and Commissioner Chin's arrival was expected to be delayed.

## AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE JANUARY 16, 2003 COMMISSION MEETING

### Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE JANUARY 16, 2003 COMMISSION MEETING

An anonymous member of the public commented that the Minutes did not report details of the discussion of the Approval of the December 19th Minutes s noting that the minutes were reported as amended but that there was no correction of a cited grammatical error nor were Commissioner Coulter's characterization of this person's previous comments concerning Martin Paley reported. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield objected to the Minutes lack of detail in the reported discussion of his comments concerning interim library services stating that the Library had broken a promise of case by case consideration of interim branch services by providing alternatives instead.

### Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE JANUARY 16, 2003 COMMISSION MEETING

President Higueras inquired if Commissioner Coulter felt his comments concerning the anonymous member of the public's remarks were properly reported. President Higueras also suggested changing Mr. Warfield's reported comment to clarify that Mr. Warfield had said that the Library had broken a promise to provide interim services. The Commission Secretary proposed to again review the tape of the discussion of the Minutes at January 16th meeting to see if any revision of the December 19th Minutes was warranted

MOTION: Commissioner Streets, seconded by Vice President Steiman that the January 16, 2002 Minutes be approved as amended.

ACTION: AYE 5-0 (Coulter, Higueras, Steiman, Streets, and Strobin)

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary. 100 Larkin Street. San Francisco CA 94102

## AGENDA ITEM #2 EXCELSIOR BRANCH DESIGN RECOMMENDATION

Bond Program Manager Marilyn Thompson introduced discussion of the conceptual design proposed for the Excelsior Branch Library. Ms. Thompson noted that a uniform Public Review Process had been presented to the Commission in January of last year. This process was incorporated into the Design Excellence Program & presented again to the Library Commission in May. It prescribes a minimum level of public design reviews plus a design critique by a panel of peers for each project in this Bond Program. Ms, Thompson reported that the Library had sponsored three neighborhood meetings about library design for the Excelsior Branch renovation, where multiple options and specific plans and materials were discussed. A conceptual design developed from these discussions was now to be presented to a panel of peers for review and comment, then additional public comment, and concluding with review, comments, and possible approval by the Library Commission. The Bond Program Manager pointed out that the Excelsior Branch Library Renovation is a $3.6 million dollar renovation. Ms. Thompson noted it included a seismic upgrade, disabled access elements, technology upgrades, electrical and mechanical improvements, enlarged staff areas, new interior finishes, and a minor 200 square foot addition.

Ms. Thompson then introduced Senior Architect Philip Sowers from the Bureau of Architecture, Department of Public Works, Deputy City Librarian Paul Underwood, and peer panel members, planner Hillary Gitelman, architect & interior designer Bryant Rice and architect David Hobstetter, to begin the presentation. Phil Sowers then presented the proposed conceptual design (design documents attached). Deputy City Librarian Paul Underwood then presented the Library's response to the design. The Deputy City Librarian noted that the Library's plans were based in the needs assessment that underlay the proposed building program and led to the proposed design. Mr. Underwood pointed out that three key goals, fully integrating the branch library into the community with more Spanish and Chinese language materials and services for all age groups, improving access to technology by providing additional computers and computer training, and revitalizing the branch library as a community focal point with improved services for children, teens, as well as space for seniors formed the basis for the basis for the plan. The Deputy City Librarian next discussed the steps taken to revitalize the branch's collections noting that while its size would decline from 46, 800 items to 44, 471 that the range of materials provided would better meet the identified needs of the community using the branch.

The Peer Panel then presented its Design Review Critique. Mr. Rice pointed out that the project was primarily an interior renovation and called attention to the relocation of programs spaces and the proposed furniture layout that could facilitate multiple uses. Mr. Rice urged simplifying the panels in the central gabled area, the design element giving the building character and suggested larger light fixtures hung off the ridge bream to emphasize the space. Mr. Rice found the overall plan a good improvement and recommended more playful interesting treatment of details. Mr.

David Hobstetter recommended efforts to improve the exterior detail to make the building more transparent, disliked the extension of the office space proposed, and suggested that the gabled window be emphasized and more glass be used. Mr Hobstetter suggested a stronger entry statement and recommended a simple palette of colors in keeping with the period architecture of the building. Mr. Hobstetter also recommended attention to the window treatment noting that square bay windows are more visually accessible.

Ms. Hillary Gittleman found the design good and lauded the careful process used to gather input into the design. Ms. Gittleman called attention to the interesting challenges in renovating the existing design and noted that the Mission Street façade needed more attention. Ms. Gittleman suggested strengthening the front door/façade elements in the design and suggested more glazing in the staff corner. Ms. Gittleman recommended playing to the rhythm of the existing building and found the proposed rear designs with more glass and sliding doors were successful

Commissioner Chin joined the meeting during the peer panel presentation

Public comment on AGENDA ITEM #2 EXCELSIOR BRANCH DESIGN RECOMMENDATION

An anonymous member of the public mention d that explanatory documents were not listed and recalled that the design review had been postponed twice noting that this person had received a notice about the design review provided by the Friends &Foundation indicating to this individual who was really in charge. This individual called attention to the distribution of the Excelsior Community meeting minutes in December and suggested that the reduction in the book collection had not been noted. Mr. David Hooper, an Excelsior neighbor, commended library staff's willingness to discuss possibilities in renovating the branch, but disagreed with and noted that moving the staff workroom could reduce wall space. Mr. Hooper felt that he could do without the window seating and suggested if done that the bottom glass be opaque. Mr. Hooper appreciated the proposed improvements in the entry area and called attention to the noise levels from Mission Street suggesting double doors to reduce noise. Mr. Ed Regan was excited about the new branch and called for more hours of services and the addition of a pamphlet room in the renovated branch. Mr. Tony Sacco, President, New Mission Terrace Association, and longtime library user, found the proposed layout good but expressed his strong belief that libraries are for books. Mr. Sacco noted that low income children without home access to computers could take books home, not computers. Mr. Sacco called attention to the long history of knowledge in books and the ever-changing nature of technology. Mr. Sacco urged that computers not be added to the branch in place of books. Ms. Rebecca Silverberg, recommended against lengthening the

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. The speaker provides these summary statements. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

windows in the staff area and urged greater efforts be made to keep noise levels down. Ms. Silverberg then read a letter (copy attached) from the Excelsior District Improvement Association urging that the Library rename the community room at the Excelsior Branch Library for neighborhood resident, civic and community leader, small businessman, and former Commissioner and President of the Library Commission Walter Jebe and called for creation of a window box display of historical memorabilia. Mr. Peter Warfield expressed dismay with what he found to be a lack of mention of books in the presentation. Mr. Warfield complained that informational materials were unavailable in advance of the meeting and found the plan reduced book space, a reference desk, and reading tables. Mr. Warfield urged that it not be approved.

## Commission discussion of AGENDA ITEM #2 EXCELSIOR BRANCH DESIGN RECOMMENDATION

Vice President Steiman noted that it would be inaccurate to simply ascribe the reductions in seating and books at the branch to computers noting that a number of factors including the need for seismic safety and to make the building fully accessible that led to the changes. Vice President Steiman further observed that computer services were a vitally needed resource in the community. Vice President Steiman commended staff for its efforts to find ways to add back books into the branch collection through the suggested modifications of the proposed designs. Vice President Steiman expressed concerns with the planned use of carpeting suggesting that hard surfaces might be more practical. Commissioner Chin suggested that adding additional shelf height could provide more space for books. Commissioner Strobin recommended sound-reducing glazing on the windows to further reduce noise.

Mr. Sowers and the Deputy City Librarian addressed Vice President Steiman's concerns with use of carpeting and explained why it was the preferred alternative. Ms. Hildreth noted that carpeting was required on the cellular flooring planned for the branch and that use of such flooring was vital in allowing for expanded connectivity in the branch in the future. In response to a question by Commissioner Streets Ms. Hildreth noted that library users wanted both more books and more access to computers. The City Librarian noted that computer access was very important in low income communities without home access to computers. Ms. Hildreth noted this plan proposed additional computers and a revitalization of the branch book collections to make it more dynamic and responsive, especially in expanded access to Chinese and Spanish language materials the community needs. Chief of Branches Donna Corbeil spoke for branch staff in reporting the extensive review and consideration given to providing additional electronic resources as well as home work assistance and word processing for both youth and seniors. Ms. Corbeil reported that branch staff was working to tailor the collection to what users wanted. Commissioner Coulter recalling previous history expressed concern that any reduction in book collection size provided an opportunity for demagoguery by those with personal political agendas and urged staff to consider alternatives to add back more books. Commissioner Coulter called attention to alternative service provisions envisioned by the ADA (Americans with Disabilities Act) and suggested that in view of the problems likely to result from reducing book collections staff should consider adjusting the circulating and reference collection and trading off seating for more shelf space. In response, Mr. Underwood noted that the shelving was at the recommended maximum height and that assistance was planned to be provided to disabled users needing materials out of reach. Mr. Underwood noted that there was a need to balance the expressed needs of the community with the fixed dimensions of the building. In response to a suggestion by Vice President Steiman, Mr. Sowers noted that there was not enough money in the budget to consider enclosing the terrace space. In response to questions by President Higueras, Mr. Sowers discussed the seismic retrofit and building ventilation aspects of the proposed design in some detail. He also informed President Higueras that the proposed solar roof panels could be expected to provide energy for 35 to 40% of the building's electrical needs. President Higueras recommended more work on the Mission Street façade to make it more celebratory and suggested consideration of a vestibule to reduce outside noise penetration. President Higueras commented that he was skeptical about the window seating, that the program space was hidden in the back, and recommended angling stacks to increase transparency and install skylights in spaces with access to windows. President Higueras further noted that he would be anxious to see how the details of the conceptual design were resolved to maximize the limited space available as well as address concerns and suggestions raised by the peer panel and the Commissioners. In answer to a query by Vice President Steiman, Mr. Underwood noted that the program room could be used for additional seating and that it would also be equipped with laptop computers on roll out carts to provide for training classes and homework help. President Higueras noted that the Commission wanted the Mission Street façade improved. Commissioner Coulter requested staff investigate ways to address the book collection size issue.

MOTION: Commissioner Chin, seconded by Commissioner Strobin, that the proposed design concept of the Excelsior Branch Library be approved with the understanding that peer review panel and Commissioners' comments would be taken into consideration as the design is further developed.

Ms. Thompson proposed, as with the Mission Bay Branch, to present the next more detailed design to the Commission for its review. President Higueras noted that he would expect to see why or why not comments and suggestions raised during the review were used in the next phase of the project design.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman. Streets, and Strobin)

President Higueras called a brief recess at 5:55PM
The Commission returned to session at 6:07Pm.

## AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

Ms. Marilyn Thompson, Bond Program Manager reported that there would be no informational presentation at this meeting. She then outlined the Regular Reports, the Budget Report, a Schedule Report, a Site Acquisitions Report, an Active Projects Report, and a Community Outreach Update. Ms. Thompson called attention to the current Budget Report (copy attached) dated 2/20/03 and then recapped changes made in past months. She noted that last month the budget report reflected action taken by the Commission to increase the Ingleside site acquisition budget by $455,000, which came from Program Reserve. The Program Reserve was reported to be $5,074,500.The Bond Program Manager called attention to expenditures and encumbrances through January 31 totaling $10,266,784. Ms. Thompson next reported on the schedule dated 6/20/03 and noted copies were attached to last month's Commission meeting minutes. She reported that each page showed one phase and all new construction was listed together. Ms. Thompson noted that there had been no changes to the schedules since June 2002. The Bond Program Manager additionally reported that as soon as San Francisco Redevelopment Agency (SFRA) issued a revised schedule for the redesign of Mission Bay, these schedules would be updated. Ms. Thompson also mentioned as possible future schedule changes resulting from a revised strategy on Prop 14 applications.

The Bond Program Manager next presented a Site Acquisitions Report beginning with a status update on the Glen Park Branch. Ms. Thompson reported a resolution was drafted for the Clerk of the Board requesting approval of the Purchase and Sale Agreement. Ms. Thompson reported that the Planning Commission had denied an appeal to the Negative Declaration on 12/5/02, which was appealed to the Board of Supervisors, which denied that appeal on 2/4/03. The Bond Program Manger commented that the Library was currently working with the Developer to finalize the plans & specifications that define the purchase. Ms. Thompson reported design review of interior tenant improvements could occur sometime this spring or early summer. Regarding the new Mission Bay Branch, Ms. Thompson noted that the Board of Supervisors approved the Purchase and Sale Agreement. The Bond Program Manager reported that the Public Art Selection Panel has selected an art proposal and the Design Excellence Peer Panel had reviewed the schematic design. Ms. Thompson noted however, that the base building, originally expected to break ground this January had been delayed by SFRA. The Bond Program Manager informed the Commissioners that because of the recent downturn in office rental market, SFRA had determined that the office component of the project was no longer financially feasible and requested the developer to re-design the project. This Ms. Thompson reported would delay construction about 6 to 9 months. The Bond Program Manger noted that the Library was participating in the redesign meetings with SFRA & the architects. Ms. Thompson reported that the contractor, Cahill Construction, would issue a Guaranteed Maximum Price when redesign is complete.

Regarding the Portola Branch, Ms. Thompson reported that the SFUSD Board approved the sale of the property in November 2002 and that the Library was preparing a Prop 14 (State Library Bond) application for the 3rd cycle due 1/04. Ms. Thompson noted a survey and appraisal were complete and that a geotechnical report was underway. The Bond Program Manager reported two community meetings and a community survey completed and noted that the CEQA (California Environmental Quality Act) process requesting a categorical exemption was underway. Ms. Thompson reported on the juried competition to choose an architect for the project held last month, which included public posting of the entries and a community ballot. The Bond Program Manager announced the selected entry was prepared by the joint venture Stoner Meek with Noll & Tam Architects. Ms. Thompson reported that the Library was entering into contract negotiations that should be complete in the next two months. Ms. Thompson then updated the status of the Ingleside Branch, noting that in December the Library Commission had approved forwarding the purchase of the Sunset Auto property to the Board of Supervisors. The Bond Program Manger reported that a survey, toxics investigation, geotechnical report and appraisal had been completed. Ms. Thompson noted that Department of Public Health had issued a closure letter clearing the property and that the Library was preparing a Prop 14 application for the 3rd cycle due 1/04. The Bond Program Manger then reported a CEQA (California Environmental Quality Act) determination request to Major Environmental Review had been submitted. She next noted that a juried competition to select an architect was held last month, which included public posting of the entries and a community ballot. Ms Thompson announced the selected entry was prepared by the joint venture Fougeron Architecture with Group 4/ and that the Library was entering into contract negotiations that should be complete in the next two months. Concerning the proposed new Visitacion Valley Branch, Ms. Thompson reported continued investigation of the feasibility of purchasing the Supermarket site at Leland & Rutledge. The Bond Program Manger reported that a community kick-off meeting and community survey had been completed. Concluding her Site Acquisitions update, Ms Thompson noted regarding the Systemwide Support Services center at 190 9th Street that the property sale closed in November and was reflected in the expenditure columns of the budget report.

The Bond Program Manager then reported on active projects beginning with Richmond. Ms. Thompson noted that the staff would present a 2nd cycle Prop. 14 (State Library Bond) grant application to the Commission for its review and recommendation of approval to the Board of Supervisors later in the agenda, which is due 3/28/03. Ms. Thompson reported that the Library had presented the most recent plans to the community on February 13, where they were well received. Ms. Thompson noted that City planning staff had issued a CEQA determination for the project, finding it categorically exempt under Class 3 (new construction less than 10,000 sf) & Class 31 (reconstruction of historical resource in a manner consistent

*The number of members of the public who spoke anonymously at this meeting. 1*

with Secretary of the Interior's Standards). Ms. Thompson reported that the proposal from artist Scott Donahue was selected February 14 at a public meeting of the Art Selection Panel and that it would go on to the Visual Arts Committee and the full Arts Commission for final approval. She noted that the artist's proposal is for two mound-like bronze maps to be installed on the exterior, 9th Avenue side. Concerning the Excelsior branch Ms. Thompson reported that design work as continuing on schedule with the next steps after peer review determination. Concerning the Noe Valley Branch, Ms. Thompson reported that a library plan of service and building program were being developed for the architect's use and that a Spring design intensive will be held in the community, a mini-version of the Richmond workshop to investigate options available on this tight site with so many historic concerns. The Bond Program Manger reported that the Library had entered into contract negotiations with architect & historic preservationist Carey & Co. Marina - We are developing the plan of service & building program here as well. Ms. Thompson reported that a community meeting was held 1/21, to introduce the architect Tom Eliot Fisch in joint venture with Field Paoli and review the plan of library service. Concerning the Parkside Branch, the Bond program Manager reported that the Library had entered into negotiations with the architectural firm of Thomas Hacker Associates. She noted that in light of extensive community comments and a petition, staff planned to proceed with conceptual design only, and determine the extent of project that the current budget will allow in March or April. Concluding her report, Ms. Thompson highlighted several other issues, noting that RFQs for design services for the first 8 renovations & first 2 new projects had been issued and selections made. Ms. Thompson reported that an RFQ for interior design services program-wide was advertised and a selection had been made. Concerning the Quarterly Report for September thru December 2002, Ms. Thompson reported that it had been published, distributed, and was also available in the back of the auditorium. The Bond Program Manger reported that the Board of Supervisors had appointed a Citizens General Obligation Bond Oversight Committee that had asked the Library to present its methods for bond reporting to them on March 3.

Ms. Thompson noted that no upcoming library sponsored community meetings were confirmed and that the Minutes from January's community meetings were available calling attention to Ingleside and Portola community meetings held 1/18 and a Marina community meeting held 1/21. The Bond Program Manager also called attention to available copies of the BLIP Advisory Committee minutes of 1/8. Ms. Thompson noted that the website had been up and running since October of 2001. She further reported it continued to post as much information as possible at www.sfpl.org, the branch improvement link from the home page. The Bond Program Manger reported that the fifth edition of the newsletter would be available soon.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public suggested that there was a $1 million overrun to the cost for site acquisition and suggested that the reports be made available in larger typeface. This person expressed a wish that more details noted in outline were reported. Mr. Peter Warfield complained that explanatory documents were not available prior to the meeting and that this was a disservice to the public as the report covered a large amount of material. Mr. Warfield expressed interest in hearing more concerning developments with the Mission Bay Branch and expressed puzzlement concerning why there were questions regarding elimination of planned office space in a project he had understood to be for senior affordable housing.

## Commission comment on AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

President Higueras suggested that Ms. Thompson include bullet points in future slide presentations of her report. In response to questions by President Higueras, Ms. Thompson reported that bidding for the Excelsior Branch was still planned for the 2nd quarter of 2003 but noted that that could change. President Higueras suggested Ms. Thompson schedule an informational presentation concerning how ADA (Americans with Disabilities Act) requirements influenced library design for a future meeting.

## AGENDA ITEM #4 RICHMOND BRANCH PROP. 14 APPLICATION

City Librarian Susan Hildreth presented a detailed overview and discussion of the Plan of Service, Needs Assessment, and Building Plan included in a draft Prop. 14 State Library Bond application prepared for the Richmond Branch Library. Ms. Hildreth noted that a review copy of the full application was located at the rear of the auditorium and would also be available for public review at the Library Commission Office. The City Librarian noted that the proposed plan would expand the size of the Richmond Branch by 4, 000 sq/ ft. providing space for a new teen center and program space as well as making the building fully accessible for disabled users including new accessible restrooms. Ms. Hildreth pointed out that should the proposed Prop. 14 (State Library Bond) application be successful, state bond funds would pay 65% of $8.4 million cost of the project. The City Librarian noted the cost breakdown as $5.1 million from Prop. 14 funds, $2.7 million from Prop A (1988), $261,000 for FF&E (furniture, fixtures, and equipment) not allowed to be funded with bond monies from the Friends & Foundation, and a $50,000 public art and relocation budget. Ms. Hildreth remarked that these figures fell within the budget scope for this project. The City Librarian recommended that the Commissioners approve the application and request that the Board of Supervisors approve the proposed Prop. 14 Application so that it could be submitted by the March 28th deadline for the 2nd cycle Prop. 14 grant applications.

Ms. Thompson next presented an extensive overview (copy attached) of the proposed approved design for the Richmond Branch Library that resulted from extensive neighborhood input. Ms. Thompson called attention to each of the building's elevations and discussed aspects of the design changes in the Wintergarden and 2nd floor designs. Deputy City Librarian Paul Underwood then provided a detailed discussion of the Plan of Service and Building program reflecting the findings of the Community Needs Assessment. Mr. Underwood noted that the plan identified the Branch as a community focal point and leading civic institution, a community gathering place, greenspace, and a children's play area. The Deputy City Librarian called attention to the plans to expend children's and teen services, increase the branch collections including increases in the availability of more Chinese and Russian language materials, provide a display area for neighborhood history, expand access to technology, and create welcoming space for senior citizens.

Public comment on AGENDA ITEM #4 RICHMOND BRANCH PROP. 14 APPLICATION

An anonymous member of the public recalled promises of more space for books when the Main Library was built and questioned the exact size of the proposed increase in branch collections. This person commented that they expected any promise of increased collections to be true. This person further expressed reservations concerning the likely success of the Prop. 14 application and questioned the lack of availability of supporting documents. Mr. Peter Warfield expressed disappointment that he had been unable to review the Prop. 14 application documents prior to the Commission meeting. Mr. Warfield felt it was a disservice to the public that documents were not available to study prior to the Commission meeting. Mr. Warfield commented that those who spoke for books had been brushed aside and suggested that in his view there was significant support for making more books the top priority in the proposed branch renovation

Commission discussion of AGENDA ITEM #4 RICHMOND BRANCH PROP. 14 APPLICATION

Commissioner Coulter found the proposed design an elegant plan and expressed happiness that an expansion of the Branch's collections was being proposed. Commissioner Coulter noted that everyone, the Commissioners, staff, and members of the public were supporters of books, and that it was unfortunate that some chose to create and exploit false concerns about the Library's book collections and in order to demagogue on the issue. Commissioner Coulter expressed the Commission's support for and appreciation of the dedicated hard work staff had made in developing this plan. In response to a query by Vice President Steiman, Mr. Underwood noted that the branch staff was very pleased with the revised plan that incorporated many of their suggestions and had so informed the community. The City Librarian then reviewed for the Commissioner how highly competitive she believed the proposed plan for the Richmond Branch Library would be noting that it would be the 1st Prop. 14 funded renovation of a "Carnegie" library. Additionally, Ms. Hildreth noted that also favoring the application was that the plans called for expansion with space available for more future expansion and that the branch was located in a neighborhood of very great ethnic diversity both important criteria in

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the Prop. 14 regulations. Commissioner Chin responded to those citing their interpretations of surveys by noting that there were many other voices that were not heard in surveys. President Higueras pointed out that in every branch there would be a struggle to balance competing needs and that the Commission trusted the professional skills of library staff to reconcile these needs. President Higueras suggested that expanded access to computers was the reality for modern libraries and that the bias in making decisions regarding collections should be to be serve community needs.

MOTION: Commissioner Chin, seconded by Commissioner Streets that the resolution requesting Board of Supervisors approval of the proposed Prop. 14 (State Library Bond) application for the Richmond Branch Library be approved.

ACTION: AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Strobin)

AGENDA ITEM #5 CAPITAL CAMPAIGN FOR BRANCH LIBRARIES

Mr. Glen Ramsky, Friends & Foundation Board Member introduced the Friends & Foundation of the San Francisco Public Library's proposed Capital Campaign for the Branch Libraries. He noted that after extensive discussion and detailed planning the plan as approved by the Friends & Foundation Board was being presented to the Commission seeking its advice, guidance, support and participation. Friends & Foundation Executive Director Martin Gomez then introduced Kathy Bella to present in greater detail (copy attached) a proposed 5 year strategy for the proposed Capital Campaign to raise $16 million for FF&E (furniture, fixtures, & equipment) for the renovated and newly constructed branch libraries. Mr. Gomez then outlined the likely campaign expenditures and well as the campaign's structure. The F &F Executive Director reported that this would be a grassroots campaign in each of the 24 neighborhoods and discussed the Campaign's proposed schedule and goals. Mr. Gomez noted that a Campaign Cabinet and Honorary Committee was currently being recruited and sought suggestions for potential members from the Commissioners. Mr. Gomez then outlined the "neighborhood flag" proposal conceived by Commissioner Coulter and planned to develop concurrently with the campaign. The Friends & Foundation Executive Director concluded his presentation with a summary of plans for ongoing monitoring of progress of the Campaign and campaign policies.

Public comment on AGENDA ITEM #5 CAPITAL CAMPAIGN FOR BRANCH LIBRARIES

Mr. Ed Regan suggested that branch libraries have tables so that one could stand and read as well as high backed comfortable chairs. Mr. Peter Warfield raised questions regarding the administrative overhead costs charges to the campaign and questioned when the library would receive funds raised during the campaign and what public accounting would be made of them.

## Commission discussion of AGENDA ITEM #5 CAPITAL CAMPAIGN FOR BRANCH LIBRARIES

Commissioner Coulter lauded the campaign's good start and urged that the Friends & Foundation not let the current recession deter their efforts noting that $35 million was raised to equip the Main Library during the last recession. Commissioner Coulter pointed out that conducting widespread grassroots campaigns were by their nature more administratively costly but that such efforts to involve the community were important. President Higueras noted that development of a clear process for how funds for FF&E would be allocated would be important and urged the Friends & Foundation to work closely with library staff to insure a smooth process.

## AGENDA ITEM #6 PUBLIC COMMENT

Ms. Debra Nieman, Friends of Noe Valley, commended library staff for being very cooperative in involving the neighborhood in planning for her branch and suggested that the Library consider the Recreation & Park Department's model for gathering public input into its long range planning. An anonymous member of the public noted the extensive use of PowerPoint presentations and further discussed Commissioner Coulter's comments concerning this person's public comment on the Fuhrman Trust. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year and suggested that the lower floors of all the new branches be strengthened so as to allow a second floor to be added. Mr. Peter Warfield seconded the previous request for tables that allowed one to read while standing as well as free standing bookcases. Mr. Warfield thanked the Commissioner who had asked who would be responsible for choosing the furnishing in branches. Mr. John Burket lauded the commitment and very hard work of City Librarian Susan Hildreth and Deputy City Librarian Paul Underwood to prepare plans for the branch library renovations. Mr. Burket also commended Richmond Branch Manger Tim Williams and his staff for working with neighbors to achieve a plan pleasing to all.

Commissioner Chin left the meeting at 7:45

## AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: AYE-5-0 (Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 7:53PM.

Michael Housh, Commission Secretary 2/21/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

# Appendix A

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*The number of members of the public who spoke anonymously at this meeting. 1*

## Minutes of the regular Commission Meeting of February 20, 2003
## Appendix A

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### Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 20, 2003

Item 1:
Approval of the Minutes: January 16, 2003

**"The December 19 minutes were approved as amended, but there is no indication of what the amendments were.**

**There were two amendments. One was a grammatical correction to change a plural pronoun to a singular one. The other was to add Commissioner Coulter's comments that I like to remain anonymous because of the poor quality of my statements.**

**Neither one of those corrections were made.**

**If we look at the discussion in these minutes, the same grammatical mistake is made: The anonymous member of the public commented that their public comment . . . .**

**The discussion that was taking place was that my comments were a sad commentary on my character and Mr. Coulter wanted that on the record. Now there are three instances where that was discussed and it still does not appear on the record.**

**This is a reflection of my status that I can't even get insults entered in the minutes ."**

Minutes of the regular Commission Meeting of February 20, 2003

## Appendix A

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### Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 20, 2003

Item 2:
Excelsior Branch Design Recommendation

**"I am incredulous that a member of the panel complimented the library on its process.**

**The last community meeting on this issue took place on December 7. This peer review panel has been continued twice and each time I expressed a concern of notice to interested parties.**

**An announcement was not received from the library, nor was it distributed to this meeting. I got it from the Friends & Foundation. It is an example of who is really in charge.**

**The minutes of the community meeting are also not distributed here.**

**The community meeting was taken up with staff members' comments until people actually left.**

**One older gentleman spoke about his concern for the book collection. He was told that the book collection reduction was very slight, when in fact the reduction is very significant. More to the point, his comments were not written down as part of the notes being taken."**

## Minutes of the regular Commission Meeting of February 20, 2003
## Appendix A

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### Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 20, 2003

Item 3:
Bond Program Manager's Report

**"I am grateful for the budget report recap. It shows that the three projects with site acquisition overruns total $1.2 million. I don't think we have seen that all on one page, although it is old news.**

**This leads me to my traditional comment that I wish the budget schedule was in large enough type so that I could see how it is reflected.**

**Also, many of the very welcome details in the report are not documented. What we have is an outline. I would like see the details documented so that six months from now we will know what was said about RFQ, the design workshops and that sort of thing."**

# Minutes of the regular Commission Meeting of February 20, 2003

## Appendix A

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting. February 20. 2003

Item 4:
Richmond Prop. 14 Application

**"When this main library building was built, there was a commitment that it would provide for increases in the book collection for the next forty years. Apparently the only people who expected that to be true were demagogues. Now we are told that the Richmond Branch will have a fourteen percent increase in the book collection. The Charette was told over twenty percent. If the only people who expect that to be true are demagogues, thank goodness for demagogues.**

**Wearing my hat as a demagogue, I expect this to be true.**

**Based on last month's report that the criteria for success is new construction and shared use agreements with school districts, How realistic is this application?**

**The explanatory documents on the agenda are 'draft Prop. 14 application.' There is no indication that there is an extensive needs assessment and plan of service that were not distributed to the commissioners."**

# Minutes of the regular Commission Meeting of February 20, 2003
## Appendix A

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, February 20, 2003

Item 6:
Public Comment

**"Last time Commissioner Coulter assured us that Mr. Paley had nothing to do with the Fuhrman Fund and that my comments were a sad commentary on my character and the games I try to play.**

**This is a relatively negative statement. Mr. Coulter could have made a positive statement that Mr. Dowlin thought of the whole thing on his own.**

**The Foundation gave the down payment on the six-year computer contract that was criticized by the Controller on the basis that purchasing something on a six year contract that was only expected to last three years was financially foolish.**

**One of the conditions of that down payment was that $500,000 be taken from the Fuhrman Fund for it.**

**Mr. Coulter could have said that the Foundation is not concerned whether their gifts are effectively used.**

**But Mr. Coulter would have become involved in a discussion involving differing reasonable views, and he can't allow that."**